**HR Checklist RBT/Paraprofessional**

|  |  |
| --- | --- |
| Resume |  |
| Reference/reference letters |  |
| Copy of diploma/degree |  |
| Copy of Driver’s License |  |
| Copy of Passport |  |
| Copy of Social Security card |  |
| CPR Training ( if applicable ) |  |
| RBT Certificate (if applicable) |  |

Fill out and sign:

|  |  |
| --- | --- |
| Contract |  |
| Background Check Consent |  |
| Confidentiality and HIPAA Agreement |  |
| Job Description |  |
| Confidentiality and None-solicitation Agreement |  |
| ASH Policy Notice |  |
| I-9 |  |
| Employee Handbook |  |
| Rate Notice |  |
| W-4 |  |
| Direct Deposit Form |  |
| Reference Check |  |