**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 |   |