

Pre-Service Agreement

4410 W. Union Hills Dr., #7
Glendale, AZ 85308
(602) 301-6673/602 863-6385 (fax)
Email: Advanced.Independence@cox.net



I _____ understand that the following criteria must be met either prior to employment or within time requirements listed below.

1. Application	<u>prior to employment</u>
2. Pre-Service Agreement	<u>after application accepted</u>
3. Three Written References	<u>bring to interview</u>
4. Drivers License and Social Security Card	<u>bring to training</u>
5. Motor Vehicle Report (last 5 years)	<u>bring to training</u>
6. Automobile Insurance Declaration Page (minimum 100k/300k/50k...liability/bodily injury/property damage)	<u>bring to training</u>
7. Current Automobile Registration	<u>bring to training</u>
8. Fingerprint Clearance Card or Criminal Record Disclosure*	<u>bring to training</u> <u>complete at training</u>
9. Current CPR and First Aid	<u>within 30 days</u>
10. Tax Forms I-9, W-4, and A-4	<u>complete at training</u>
11. Confidentiality Policy	<u>complete at training</u>
12. Article 9 Certification	<u>complete at training</u>
13. Job Description	<u>complete at training</u>
14. Policies and Procedures Agreement	<u>complete at training</u>
15. CIT I and II	<u>training TBD</u>
16. Habilitation	<u>training TBD</u>

Applicant Signature: _____ Date: _____

Employer Signature: _____ Date: _____

*AI will cover the \$52.00 fee for Fingerprint Clearance Card application; should you terminate your employment within the 90-day probationary period the fee will be deducted from your last paycheck.