



Pre-employment Checklist

(Note: All current & valid documents are required by DTSS before the 1st assignment)

Candidate: _____ **Date:** _____

<i>Required docment/Item</i>	<i>Complete</i>
<i>Resume</i>	
<i>Employment Application with 2 Professional References</i>	
<i>HIPPA, Blood borne Pathogens & OSHA Verifications</i>	
<i>Direct Deposit Form W/ voided check</i>	
<i>Driver's License or Passport</i>	
<i>Signed Policy & Procedures</i>	
<i>Employment Agreement</i>	
<i>I-9 Form</i>	
<i>W-4 Form</i>	
<i>Professional Licenses & Certifications</i>	
<i>Washington State License or Washington State Registration</i>	
<i>CPR card</i>	
<i>Dentist</i>	
<i>DEA#</i>	
<i>Malpractice Insurance</i>	
<i>Hygienist</i>	
<i>Hygiene or Dental License</i>	
<i>Assistant</i>	
<i>CDA & EFDA certificates</i>	
<i>X-Ray certification</i>	
<i>Other specialty certifications such as:</i>	
<i>Ortho</i>	
<i>Oral Surgery</i>	