



*Specializing In Temporary & Permanent Placement*

## **EMPLOYEE CHECKLIST**

Attached please find the information that we need to have completed and returned to us before we can refer you to any assignments:

- Employment eligibility Verification (I-9)
- Copy of Social Security Card
- Copy of current driver's license
- Current W-4 form
- Please sign policy statements and return 1 copy to us
- Direct Deposit Authorization form
- Copy of X-Ray and/or EFDA certification and/or WA registration
- Copy of current Hygiene license or Dental License
- Copy of current Healthcare Provider card (CPR card)
- Name badge verification
- Resume and references
- Copy of malpractice insurance (mandatory for Dentists only)
- DEA # (for Dentists only)

If you have any questions regarding the requested information please give us a call.

Thank you,

Dental Medical Staffing, Inc.