

Structured Family Interventions, LLC

New Hire Checklist

- **Request for Contract Services (Application)**
- **Copy of Highest Degree Achieved or Transcript**
- **Resume**
- **Reference Check (completed by HR Coordinator or Executive Staff)**
- **Criminal Background Check**
- **Department of Motor Vehicles – driving record**
- **Car Insurance Declaration Page**
- **Drivers License**
- **Social Security Card**
- **I-9 Form**
- **W-9 Form**
- **TB Skin Test (within the past year)**
- **Drug Test (completed at SFI office)**

Required Training Within 90 Days

First Aid Certification

CPR Certification

NCI Training

Blood Bourne Path

Crisis Response Training

Community Support Service Definition Training

Person-Centered Thinking Training

Elective Trainings

Additional In-Service Training