



**Capital Region<sup>®</sup>**

**MEDICAL CENTER**

An Affiliate of  Health Care

**Better. Every day.**

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## **Pre-Hire Steps to Complete**

(Please use this as your tool on what needs to be completed and brought with you on the day of your Health Assessment. All the documents needed below are included in my e-mail)

✓	<b>Documents to have completed prior to arriving for Health Assessment</b>
	Background Check Authorization (2 Forms Included)
	Online Health Assessment
	Self-Identification of Race/Ethnicity
	Deduct It Program
	Form W-4 Federal (Deductions and Adjustments Worksheet Optional)
	Form MO W-4 State
	Employment Eligibility Verification
	Payroll Direct Deposit Authorization Form
✓	<b>Additional items to bring to your Health Assessment</b>
	Two original forms of identification or a passport (Please see sheet titled "List of Acceptable Documents" for verification of employment)
	Copy of Immunizations
	Copy of highest level of education diploma or transcript, certifications, additional training certificates
	Voided check
✓	<b>Documents to sign with HR Staff immediately after Health Assessment</b>
	Confidentiality & Non-Disclosure Statement
	Receipt of Identification Badge

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