



Checklist for Established Employee

The Established Employee Packet can be completed by a Managing Party hiring an individual currently employed by PICS and already providing direct support services to a PICS client.

Employee Name: _____

Address: _____

Primary Telephone #: _____ Secondary Telephone #: _____

E-mail Address: _____

Managing Party Name: _____

Client Name: _____

The Managing Party should date and initial each item as it is completed.

- | | Date | Initial | |
|----|-------------|----------------|-------------------------------|
| 1. | _____ | _____ | Employment Agreement |
| 2. | _____ | _____ | Relationship Disclosure |
| 3. | _____ | _____ | Job Description/Work Schedule |

Managing Party's e-mail address to be contacted regarding questions and updates of re-hire status for this employee:

(Managing Party Signature) (Date)

(Employee) (Date)