

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