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# 

# NEW START

## PAPERWORK SUMMARY

**Document Description Procedure Check Below**

1. Application Return to Recruiter

2. W-4 Form Return to Recruiter

3. I-9 Form Return to Recruiter

\**Copy of Drivers License & Social Security Card; or Passport*

4. Direct Deposit Form Return to Recruiter

\**Must Attach Copy of Voided Check*

*\*\*Include transit numbers & account numbers*

5. Consultant Agreement Return to Recruiter

6. Drug Screen Form Return to Recruiter

w/ list of locations

*(This will be supplied at the location of your screen)*

7. Timesheet Submission Employee Information

### Guidelines & Timesheets - [**www.qualitycontax.**](http://www.qualitycontax.)**com**

8. Employee Referral Policy Employee Information

9. Consultant Email Address

1. Consent to Background Check

& Drug test release Form