



Empowerment. Sustainability. Hope.

CONTRACTOR ONBOARDING CHECKLIST

The following list is general in nature and representative of what may be included as part of onboarding a new Contractor at IHSINC. To submit the completed forms and supporting documents; send via fax to 321.800.4499 or email to careers@ihsinc.org.

- VR Employment Specialist Application _____
- Resume _____
- Credentials (Degree, transcripts, relevant certificates) _____
- Background Screening Level II (AHCA) _____ (ORI # **EDOEVR100**)
- W-9 Form _____
- Copy of Government Issued ID _____
- Contractor Agreement/Contract _____
- Direct Deposit Authorization _____
- Standards of Ethics & Conduct _____
- Standards of Ethics & Conduct Acknowledgement Form _____
- Company Handbook _____ (TBA)
- Handbook Acknowledgement Form _____ (TBA)