

## EMPLOYMENT REGISTRATION REQUIREMENTS

You will need the following documentation:

**1. UNEXPIRED Identification:**

- US Passport/Card
- NYS ID with Birth Certificate
- Permanent Resident Card
- Employment Authorization Card

**2. Social Security Card**

**3. HHA Certificate (Original Only)**

**4. Two (2) Professional References - Must be typed on a letterhead**

**Examples:** Training School  
Pastor/Church  
School/Organization

*\* BLUE LINE REQUIRES (2) PROFESSIONAL REFERENCE LETTERS BUT WE CAN ONLY ACCEPT (1) REFERENCE LETTER FROM A TRAINING SCHOOL. \**

**5. Pre-Employment Physical: (Within 6 months old)**

**6. PPD/ Quantiferon /Chest-X-ray/TB Screen: If result is POSITIVE you must provide a Chest X-Ray Report**

**7. Drug Screen: (Within 6 months old)**

**8. Rubella Immunization (Lab Report)**

**9. Rubeola Immunization (Lab Report):**

**Exception: If date of birth is prior to 1/1/1957, it is not required.**

**10. Flu Vaccination (Current Year)**