

## **TSI (TRI-STATE PAINTING, LLC.) NEW HIRE CHECKLIST**

**Upon hiring you will be required to present the following documents to the Human Resource Department:**

I-9 Employment Eligibility Verification documents (see attached List of Acceptable Documents). All documents produced must be the originals. No copies will be accepted.

Apprentices only: U.S. Department of Labor - Apprenticeship Agreement or Commonwealth of Massachusetts Division of Apprenticeship Training & Finishing Trades Institute of New England - Annual Apprentice ID (card)

Union Card

OSHA 10 or 30 Card or Certificate

Respiratory Clearance – current (May be obtained from your union or a prior employer)

Lead Training Certificate – current (May be obtained from your union or through another certified environmental training facility)

Any and all Training Certificates for prior courses taken or specialized training received. (For example: C-3 Competent Person, C-7 Dry Abrasive Blasting, Lead Awareness Training, Fall Protection, etc.)

CDL License (if applicable)

Direct Deposit – Bank account information to include the Routing # and Account # or a blank check/deposit slip marked “VOID”

Be prepared to fill out tax forms – know how many exemptions you plan to claim for your Federal Tax form. We can help you with state forms based on the federal form.

You will also be required to have pre-employment medical testing done at the time of your hiring. Medicals tests may include: Blood Lead/ZPP, Respiratory Clearance and PFT, Audiogram, PCB blood draw, and drug screen.