

Temporary Worker Applicant Instructions

If you are interested in being considered for a temporary worker position the next step of this process is to complete an application and authorization for a background check.

You may come in to our office, at your convenience, during our normal business hours. We are open Monday – Thursday 8:30 until 5:00 and Friday 8:30 until 3:00. You can expect this to take about 15 -20 minutes. Please be prepared to complete:

1. An application and authorization for a background check
2. ID Intake. Employees must provide documentation to show their identity and authorization to work in the U.S. Here is a link with acceptable documents that employers may accept from employees to complete Form I9: <https://www.uscis.gov/i-9central/acceptabledocuments/acceptable-documents> Acceptable documents may include:
 - Valid Passport (List A Documents that establish both Identity and Employment Authorization)
 - Valid Driver's License (List B – Establish Identity) AND Social Security Card (List C– Establish Employment Authorization)
 - Valid Driver's License (List B – Establish Identity) AND Birth Certificate (List C- Establish Employment Authorization)

Please note: If you are interested in a driving position you will also need to bring your Auto insurance card.