



Application Packet

1. **Application for Employment:**
Complete all required fields and sign and date.
2. **Employee Information Sheet:**
Employer completes **Payroll Information** section. Employee completes and signs the rest of the form.
3. **Direct Deposit Form:**
HR Alliance requires all employees to set up direct deposit with their bank account. If you do not have a bank account, we can set you up with a pay card which your paycheck can be deposited to. Complete all required information and attach a void check.
4. **Driver's License:**
Copy of valid Driver's License or State ID is required.
5. **Social Security Card:**
Copy required
6. **1-9 Employment Eligibility Verification:**
Employee needs to complete, sign and date Section 1.
Employer needs to complete, sign and date section 2.
7. **W-4 IRS:**
Completing this form allows HR Alliance to withhold the correct Federal income tax.
8. **W-4 MI:**
Completing this form allows HR Alliance to withhold the correct Michigan income tax.
9. **Transportation Services Form:**
Complete form to verify that you are qualified to provide transportation. If using your own vehicle, you must provide copies of valid auto registration and auto insurance.
10. **Notification and Auth. to Release Info. for Employment Purposes:** Complete all fields and sign and date.
11. **Employment Agreement:**
This form is an agreement between Employee and Employer. Employee completes and sign's **Employee Responsibilities** section. Employer completes and sign's **Employer Responsibilities** section.
12. **Medicaid Provider Agreement:**
This form is an agreement between the employee and the PIHP/CMHSP. The employee and Coordinator must both sign and date this form.

When you have completed the application and copies of required documents, mail to HR Alliance. Once your application has been received, it may take up to **5 business days** to complete and process your paperwork. When everything has been processed, we will notify the consumer whether or not you are authorized to work

Mandatory Training & Certifications

No.	Mandatory Required Training	At Hire	Within 30 Days	Within 60 Days	Annually
1	Corporate Compliance		X		X
2	HIPAA		X		X
3	Recipient Rights		X		X
4	First Aid (<i>*Must have Red Cross Logo</i>)			X	2-3 years
5	CPR (<i>*Must have Red Cross Logo</i>)			X	2-3 years
6	General Emergency Procedures (fire, tornado, etc.)		X		X
7	Bloodborne Pathogens (<i>*OSHA/MIOSHA Approved. Go to www.saferesponse.com to complete and print off your certification.</i>)		X		X
8	Training in Individual Plan(s) of Service of customers served, including customer-specific emergency procedures	X			When plans are updated/mandated
9	Non-Aversive Techniques for Prevention & Treatment of Challenging Behavior (PHIP approved curriculum if restrictive interventions included) <i>*Only as necessary to implement individual person-centered plans.</i>			X	X
No.	Optional Trainings	At Hire	Within 90 Days	Within 6 Months	Annually
1	Cultural Competency			X	X
2	Limited English Proficiency			X	N/A
3	Medication Administration		Prior to or		N/A

You must complete all required Training and submit copies of the Certifications within the allowed time frame from the date of hire.

Completed application and copies of certifications can be faxed to:

Fax: 844-830-9426

Original application must be mailed to:

HR Alliance
3290 W. Big Beaver Rd., Suite 510
Troy, MI 48084