Employment Paperwork Request Form

Within 1 business day of receiving this form Lifeworks will send the employee their employment paperwork via DocuSign email

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| **PATRICIPANT (PERSON SERVED) NAME**Click or tap here to enter text.  |
| **PARTICIPANT PROGRAM - FMS**[ ]  CDCS [ ]  CSG |
| **PARTICIPANT PROGRAM – 245D Basic**[ ]  Personal Support [ ]  Respite [ ]  Homemaker [ ]  Individualized Home Support [ ]  Night Supervision  |
| **PARTICIPANT PROGRAM - PCA**[ ]  PCA Choice |
| **MANAGING PARTY NAME (signer of the employee’s I9)**Click or tap here to enter text. |
| **MANAGING PARTY EMAIL**Click or tap here to enter text. |
| **EMPLOYEE NAME**Click or tap here to enter text. |
| **EMPLOYEE EMAIL**Click or tap here to enter text. |
| **EMPLOYEE DATE OF BIRTH** *Age pertains to eligibility to work in specific programs*Click or tap to enter a date.  |

Please e-mail completed form to: GetHired@lifeworks.org, fax to: #651-454-2773, or drop it off at: 2965 Lone Oak Drive, Suite 160, Eagan, MN 55121.

Please have employee reach out to Lifeworks at GetHired@lifeworks.org with questions pertaining to the employment paperwork process.

Thank you!

**Fiscal HR Team**

Lifeworks Services, Inc.
p: 651-454-2732 | f: 651-454-2773