

EMPLOYMENT PAPERWORK REQUEST FORM

Within 1 business day of receiving this form, Lifeworks will send the employee their employment paperwork via Paylocity.

PARTICIPANT FIRST (LEGAL) NAME	PARTICIPANT LAST (LEGAL) NAME
PARTICIPANT PROGRAM - FMS <input type="checkbox"/> CDCS <input type="checkbox"/> CSG	
PARTICIPANT PROGRAM – 245D Basic <input type="checkbox"/> Respite <input type="checkbox"/> Homemaker <input type="checkbox"/> Individualized Home Support <input type="checkbox"/> Night Supervision	
PARTICIPANT PROGRAM - PCA <input type="checkbox"/> PCA Choice: <input type="checkbox"/> Parent(biological, adoptive, or step parent) or <input type="checkbox"/> Spouse or <input type="checkbox"/> Other	
MANAGING PARTY LEGAL NAME (signer of the employee's I9)	
MANAGING PARTY EMAIL	MANAGING PARTY PHONE NUMBER
EMPLOYEE FIRST (LEGAL) NAME	EMPLOYEE LAST (LEGAL) NAME
EMPLOYEE EMAIL	EMPLOYEE PHONE NUMBER
EMPLOYEE DATE OF BIRTH <i>Age pertains to eligibility to work in specific programs</i>	

Please e-mail completed form to: GetHired@lifeworks.org, fax to: #651-454-2773, or drop it off at: 6636 Cedar Ave South, Suite 250, Richfield, MN 55423.

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

Thank you!

Self-Directed Hiring

Lifeworks Services, Inc.

p: 651-454-2732 | f: 651-454-2773