

EMPLOYMENT PAPERWORK REQUEST FORM

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

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| **PARTICIPANT FIRST (LEGAL) NAME** Click or tap here to enter text. | **PARTICIPANT LAST (LEGAL) NAME** Click or tap here to enter text. |
| **PARTICIPANT PROGRAM - FMS**[ ]  CDCS [ ]  CSG |
| **PARTICIPANT PROGRAM – 245D Basic**[ ]  Respite [ ]  Homemaker [ ]  Individualized Home Support [ ]  Night Supervision |
| **PARTICIPANT PROGRAM - PCA**[ ]  PCA Choice |
| **MANAGING PARTY LEGAL NAME (signer of the employee’s I9)**Click or tap here to enter text. |
| **MANAGING PARTY EMAIL**Click or tap here to enter text. | **MANAGING PARTY PHONE NUMBER**Click or tap here to enter text. |
| **EMPLOYEE FIRST (LEGAL) NAME** Click or tap here to enter text. | **EMPLOYEE LAST (LEGAL) NAME** Click or tap here to enter text. |
| **EMPLOYEE EMAIL**Click or tap here to enter text. | **EMPLOYEE PHONE NUMBER**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: 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

**LIFEWORKS SERVICES ∙** 6636 Cedar Ave South, Suite 250, Richfield, MN 55423 **∙** lifeworks.org Updated 5/6/2024