

EMPLOYMENT PAPERWORK REQUEST FORM

Within 2 business days 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 – CFSS**  CFSS |
| **PARTICIPANT PROGRAM – 245D Basic**  Respite  Homemaker  Individualized Home Support  Night Supervision | |
| **PARTICIPANT PROGRAM - PCA**  PCA Choice:  Parent(biological, adoptive, or step parent) **or**  Spouse **or**  Other | |
| **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,](mailto: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](mailto: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 8/9/2024