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Required Documents

Employment Documentation

- Application for Employment
- E-Verification
- Resume
- Driver's License
- Copy of Diploma/Transcript
- Professional Liability Insurance (every year)
- Physical Certification
- Local Police Background Check (every year)
- Background Check Level II (AHCA) FDLE & FBI (every 5 year)
- Two Letters of Recommendation (Min. 2 years of relevant experience)

Mandatory Trainings

- RBT (every year)
- CPR** (every 2 years)
- First Aid** (every 2 years)
- HIPAA* (every year)
- Domestic Violence* (every year)
- Civil Rights* (every year)
- Security Awareness* (every year)
- HIV/AIDs (every year)
- OSHA (every year)
- Zero Tolerance*** (every 3 year)
- Direct Care Core Competencies*** (every 3 year)

Upon Employment

- W-9 Request for Tax Payer
- Independent Contract Agreement
- Affidavit of Good Moral Character (Notarized)
- Medicaid Provider Letter

**Free online at <http://www.myflfamilies.com/>*

***Must be in person with a certified trainer, authorized by American Red Cross, American Heart Association, American Safety and Health Institute*

****Train Florida (fl.train.org) Must be registered by provider.*

FoundArt Inc. (DBA: FoundArt Academy) does not guarantee employment with the above required documents.

By signing this form, you agree to the Terms and Conditions listed on this document and will adhere to the Policies that govern this facility for the safety of the people we serve.

Name (Printed): _____ Signature: _____