

EMPLOYEE LIST

Must be updated annually and at the time of any employee changes.

Tegrete hires service providers to perform services for some clients that require background checks and drug screening of all individuals working inside and outside their facilities.

Note that drug screening is only required by some Tegrete clients.

Please list below all individuals/employees who currently work or may be assigned to work at this location managed by Tegrete Corporation.

Facility Location: _____ (enter the facility location serviced by the employees listed below)

Employee Name (Last, First, Middle)	Date of Birth	I-9 Completed ("yes" or "no")	Date Background Check Completed	Results of Background Check ("x" the result)	Date Drug Screen Completed (if required)	Results of Drug Screening ("x" the result)
1				___ Clear ___ Traffic Offense		___ Clear
2				___ Clear ___ Traffic Offense		___ Clear
3				___ Clear ___ Traffic Offense		___ Clear
4				___ Clear ___ Traffic Offense		___ Clear
5				___ Clear ___ Traffic Offense		___ Clear
6				___ Clear ___ Traffic Offense		___ Clear
7				___ Clear ___ Traffic Offense		___ Clear

Notes:

The undersigned certifies that the individuals listed above are **ALL** of the individuals who currently work at this location serviced for Tegrete.

Company Name

Printed Name of Signer

Title/Position

Signature

Date

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Instructions for Completing this Form

1. Please list all employees/individuals who will have access to or be assigned to work at the facility location listed above.

2. Date of Birth

3. I-9 Form

Employment Eligibility Form to be completed by Service Provider at time of hire. **Do not send the forms to Tegrete.** We only need to know they have been completed. Access forms at the link below.

<http://www.uscis.gov/i-9>

4. Criminal Background Check

Service Provider is expected to conduct comprehensive hiring and screening practices to include Nationwide Criminal Background Checks with the agreement that **NO** employee will be permitted on premises if previously convicted of a felony. Service Provider agrees to complete the form above to notify Tegrete of all results according to the following key:

Results Key

Clear=No infractions on Background Check

Traffic Offense=Misdemeanor infraction(s) shown as Driving Offense on Background Check

****Fail**=Felony infraction(s) and/or Misdemeanor other than driving offense on Background Check

5. Drug Screening – (Only if Requested by Tegrete)

Service Provider is expected to conduct comprehensive hiring and screening practices to include Screening for Illegal Drugs with the agreement that **NO** employee will be permitted on premises with a positive illegal drug screening. Service Provider agrees to complete the form above to notify Tegrete of all results according to the following key:

Results Key

Clear=Negative result for illegal drugs

****Fail**=Positive result for illegal drugs

**** FAILED result on either the Background Check or Drug Screen prohibits employee/individual from working at a Tegrete client facility.**