

	<i>New Employee Checklist</i>
	<i>Copy of Drivers License</i>
	<i>Copy of Vehicle Registration</i>
	<i>Copy of Declaration Page and insurance coverage description</i>
	<i>Copy of Social Security Card</i>
	<i>Copy of High School Diploma or GED for Behavior Technicians Qualified Professionals/sealed copy of College Transcripts</i>
	<i>Voided Check for Direct Deposit</i>
	<i>Issue BBP/First Aid Kit to Employee Employee purchase small fire extinguisher for vehicle</i>

ALL EMPLOYEES ARE REQUIRED TO COMPLETE A DRUG TEST AND TB TEST AT BURKE OCCUPATIONAL HEALTH PRIOR TO EMPLOYMENT WITH DESTINY MANAGEMENT INCORPORATED

Burke Occupational Health 433-0604

103 Medical Heights Drive, Morganton

Directions: I-40 West, **Exit 105** (Grace Hospital Exit), take (right) at end of ramp onto **South Sterling**, at second red-light take a (right) onto **East Parker Road**, travel 0.1 mile and turn (left) onto **Medical Heights Drive**. 103 Medical Heights Drive is on the left.

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM—4:00 PM	8:00 AM—4:00 PM	8:00 AM—4:00 PM	8:00 AM—4:00 PM	8:00 AM—4:00 PM
TB Test (return to read results on Wed) Drug Test	TB Test (return to read results on Thurs) Drug Test	TB Test (return to read on Friday) Drug Test	NO TB TEST Drug Test	TB Test (must be done by 12 Noon on Friday to be read on Monday) Drug Test