



MEMORANDUM

From: Human Resources Department
Subject: Missing Documents from Applicants

Dear Applicant,

The below indicated documents have not been provided to us. We require a copy of the stated documents within **five business days** or your job offer being rescinded.

- Maryland Driver's License
- Social Security Card
- Permanent Resident Card
- U.S. Passport
- High School/College Diploma
- CPR / F. Aid Card
- Physical Examination
- TB Test Results
- Notarized Form for CPS Clearance
- BPS Certificate
- _____

Applicant/Employee Name: _____

Applicant/Employee Signature: _____

Date: _____

CSC Representative: _____