



MEMORANDUM

From: Human Resources Department
Subject: Missing Documents from Applicant

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 We require a copy of the stated documents within **five business days** or your job offer being rescinded. Please email the missing documents to hr@centerforsocialchange.org

- Maryland Driver's License
- Social Security Card
- Work Authorization Card
- CPR / F. Aid Card
- Physical Examination
- TB Test Results
- Fingerprinting
- STEDS
- MANDT
- _____

Applicant/Employee Name: _____

Applicant/Employee Signature: _____

Date: _____

CSC Representative: _____