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Good Shepherd Foundation **Application and Orientation Forms and Documentation Checklist**

The following forms must be completed for an applicant to be considered for services:

- Information sheet
- Emergency Contact form
- Medication and Allergy form
- Copy of most recent diagnosis from a doctor or medical facility
- Physical Exam* – filled out and signed by your doctor

The following forms must be completed at orientation:

- Emergency Information sheet
- Client Rules
- Absences and Termination Agreement
- Publicity Permission form
- Consent to Release Confidential Information form
- W-4 Tax form
- G-4 Tax form
- I-9 Tax form

The following documentation must be provided prior to first day of services:

- Copy of CURRENT State or Federal Issued ID (please check the expiration date)
- Copy of Social Security Card or Birth Certificate

Please note that all documentation must be completed prior to a client receiving services. A two-week grace period is given between the client orientation and client start date for all paperwork to be completed and returned. Should a client surpass this grace period, services are no longer guaranteed and the client's space may be given to the next individual on the waiting list.