Onboarding Contractor Eligibility Checklist

Personal Information

☐ Full Name Provided ☐ Contact Information Verified ☐ Identification Document Collected

Contractor Eligibility

☐ Proof of Eligibility to Work ☐ Background Check Completed ☐ Relevant Certifications or Licenses
☐ Agreement Signed

Company Requirements

☐ Tax Forms Collected ☐ NDA Signed ☐ Equipment/Access Provided

Notes

Signature

Date