

**Mercer County Opportunity Industries Inc.
Community Rehabilitation Program
Orientatoin Checklist**

Form to be Completed	Date Completed
Client Profile	
CRP Plan (20)	
Job Placement (30)	
Employer Verification	
W4	
WV Withholding	
I9	
Copy of Driver's License	
Copy of Social Security Card	
Other I9 Documentation if applicable	
Drug Free Workplace Policy	
Sexual Harassment Policy	
Release of Information	
Media Release	
Orientation Policy Statement	

Staff Signature

Date