



# Marshfield Clinic®

## **~~Employment Alert~~**

Congratulations on joining Marshfield Clinic! As a new hire you will be required to submit completed employment forms on your first day of orientation/work. Please refer to the Marshfield Clinic Employment website (<http://www.marshfieldclinic.org>) to complete and print the forms. The employment forms packet is found under the Employment/New Hire Resources links. Bring these completed forms and attachments with you on your first day of orientation/work.

U.S. employers are required by law to verify the employment authorization of all workers hired for employment in the United States, regardless of the worker's immigration status. Employment authorization is verified using the federal Employment Form I-9, found in the employment forms packet. When you submit your forms on your first day of work, you are **required** to present documents showing your work authorization and your identity. The list of acceptable documents is found along with the Employment Form I-9 instructions. You are **required** to present **one** document from List A **or** one document from List B **and** one from List C. ***Please note that we cannot accept photocopies.***

***Failure to present the acceptable document(s) within three (3) business days of your hire date will result in termination of employment.***

***Marshfield Clinic cannot employ anyone who is unable to provide appropriate Form I-9 documentation.***

If you will **not** be able to present your documents within three business days of your hire date or have other concerns related to your employment eligibility, please contact your Recruiter in the applicable office (Physician Recruitment 715-221-5770 or Human Resources 715-387-5342) as soon as possible.

If you are currently on a non-immigrant visa, an immigrant visa or need other immigration assistance, please contact Christine Ruich, Paralegal (715-389-4882) or Nelsen Wahlstrom, Associate General Counsel (715-221-8757) as soon as possible in order to provide enough lead-time for your anticipated start date.

We wish you the very best in your new position at Marshfield Clinic!