

Contract Employee Checklist

If you are starting a contract assignment with The Wilmark Group you are required to fill out the following documents and return them to your recruiter before your assignment begins:

- Application
- I - 9 Form
- W - 4 Form
- Unemployment Insurance Eligibility Notification Form

Unemployment Insurance Eligibility Notification Form

As a temporary of employee of the Wilmark Group, you will be working for a period time at one our clients.

When this temporary assignment is completed, you must contact the Wilmark Group in writing to request reassignment.

Failure to contact the Wilmark Group for reassignment before filing a claim for Unemployment Insurance benefits may result in the denial of those benefits.

You may contact your recruiter via fax or email. Our contact information is listed below:

Address: The Wilmark Group
20 William Street #135
Wellesley, Ma 02481

Telephone Number: 781-235-5060

Fax Number: 781-235-2896

Email Address: admin@wilmark.com

According to Massachusetts law, this contact must be made prior to filing a claim for unemployment insurance.

I have received and read this notification.

Signature

Print Name

Date