



Tulare County Business Incentive Zone

HR Staff Instructions

1. *Ask new hire to complete the Pre-Screening Form and to attach the necessary documentation to support eligibility. Provide them with a company envelope and ask them to return the form and the qualifying documentation to you sealed within the envelope.*

Forms to present to each new hire:

Hiring Credit Overview:

Provides a general overview and introduction of the BIZ to the new hire.

Pre-Screening Form:

To be completed by each new hire to determine potential eligibility for the hiring credit.

Pre-Screening Form Applicant Statement:

If the new hire elects to have a BIZ Representative acquire the necessary eligibility documentation for them, they will need to sign the Applicant Statement, which will allow the BIZ Representative to acquire the information on their behalf.

Pre-Screening Form – Qualifying Documentation:

This form details the documentation necessary to support eligibility for the various criteria. Each new hire will need to provide documentation to support their eligibility claim. This form lists what documentation is necessary to support each eligibility criteria.

2. *Once the employee has completed their paperwork and returned it to you sealed within a company envelope, forward the envelope(s) to your local BIZ Representative. Your local representative will review the Pre-Screening Form and supporting documentation. If the documentation is in order they will then proceed to issue a voucher for each BIZ eligible employee.*