

Application Checklist

Application

The following documents are needed for applicants to be considered for hire. Please ensure all documents are completed entirely. Incomplete paperwork must be returned for completion, which may delay hiring process.

1. Signed Application
2. Two employment references
3. Interview with hiring department
4. 2 forms of ID (I-9 with verified documents)
5. Authorization/Consent for Background Check

Post Interview

The following list of documents is required from applicants who have successfully completed interview and have been approved to continue employment process.

1. License
2. Clinical certifications (CPR, BCLS)
3. Hepatitis B or Declination
4. TB results or Declination
5. Health examination

* Statement should be similar to the following "Patient has been examined by me and found to be in good physical and mental health, free from communicable disease and able to function in his/her profession at full capacity."

6. Mandatory Child and dependent adult abuse
7. Electronic payment authorization with
8. Other immunization record that may be required: MMR, Influenza

Documents to be given to employees (must be signed)

1. Code of ethics
2. Job description form
3. Federal and state Withholding Tax Form (W-4)
4. Form I-9
5. Electronic payment authorization form (voided check or bank verification)
6. Release of employee records
7. HIPAA Acknowledgement (confidentiality form)
8. * OSHA/HIPAA Exam - must be completed annually
9. *TB Questionnaire - must be completed annually if a chest x-ray is on file
10. Temporary employee understanding form
11. Affirmation form