



Hello,

PLEASE FOLLOW THE DIRECTIONS BELOW TO ENSURE WE RECEIVE YOUR **ONBOARDING DOCUMENTATION** for your new POSITION TO AVOID DELAY IN ADDING YOU TO PAYROLL

1. COMPLETE THE ENTIRE APPLICATION, SIGN ALL THE APPROPRIATE PLACES THAT NEED SIGNATURE.

2. PLEASE ENSURE YOU **COMPLETE, SIGN AND SEND BACK THE APPLICATION SIGNATURE FORM** INCLUDED.

3. **INCLUDE COPIES OF THE FOLLOWING DOCUMENTS IN THE RETURN PACKAGE:**

A. RESUME

B. DRIVER'S LICENSE/ STATE ID

C. SOCIAL SECURITY CARD

D. CURRENT CPR / ACLS CARD

E. HEALTH AND PHYSICAL EXAM RESULTS (LESS THAN A YEAR OLD)

F. TUBERCULOSIS TEST RESULT (SKIN TEST- LESS THAN A YEAR OLD) OR (CHEST X-RAY LESS THAN 5 YEARS OLD) *

G. VARICELLA VACCINATION *

H. COVID VACCINATION *

I. FLU VACCINE optional

J. CURRENT CNA CERTIFICATE

K. HANDBOOK ACKNOWLEDGENT

L. APPLICATION SIGNATURE FORM

ALL DOCUMENTS SHOULD BE SENT VIA drobox link (check email for link) TO: director@nursestaffing-agency.com WITH THE SUBJECT **ONBOARDING DOCUMENTATION**.

PLEASE NOTE FACILITY REQUIRES DOCUMENTATION IN **RED** TO BE PLACED ON ASSIGNMENT.

We CANNOT add you to payroll without ALL THESE MATERIALS. PLEASE SEND THEM AS SOON AS POSSIBLE.

THANK YOU AND WELCOME ONBOARD!