



Dear POTENTIAL EMPLOYEE,

PLEASE FOLLOW THE DIRECTIONS BELOW TO ENSURE WE RECEIVE YOUR ONBOARDING DOCUMENTATION TO AVOID ONBOARDING DELAYS!

1. ENSURE YOU HAVE FILLED AN APPLICATION AND RECEIVED AUTHORIZATION TO NEXT STEPS.
2. PLEASE ENSURE YOU COMPLETE, SIGN AND SEND BACK THE BACKGROUND FORM INCLUDED
3. SEND COPIES OF THE FOLLOWING DOCUMENTS:
 - A. RESUME
 - B. DRIVER'S LICENSE/ STATE ID
 - C. SOCIAL SECURITY CARD OR WORK PERMIT
 - D. CURRENT CPR CARD
 - E. CURRENT PROFESSIONAL (e.g. Nursing) LICENSE & OTHER RELEVANT CERTIFICATE YOU HAVE, VENT, PALS ETC.
 - F. HEALTH AND PHYSICAL EXAM RESULTS (LESS THAN A YEAR OLD)
 - G. TUBERCULOSIS TEST RESULT (SKIN TEST- LESS THAN A YEAR OLD) OR (CHEST X-RAY LESS THAN 5 YEARS OLD) *
 - H. VARICELLA VACCINATION *
 - I. COVID VACCINATION records*
 - J. FLU VACCINE optional

Please note facility requires ALL documentation to be placed on assignment

4. ALL DOCUMENTS SHOULD BE SENT TO SECURED LINK WHICH WILL BE SENT VIA EMAIL WITH THE SUBJECT **ONBOARDING DOCUMENTATION LINK**

We CANNOT add you to payroll without ALL THESE MATERIALS, PLEASE SEND THEM
THANK YOU & WELCOME.