



REQUIRED DOCUMENTS CHECKLIST & FAX COVER

FAX TO: _____

FAX # : _____

FROM: _____

CONTACT # _____

of Pages including coversheet: _____

COPIES OF FOLLOWING DOCUMENTS/CREDENTIALS

- Valid Drivers License
- Valid Nursing License ALL States
- 2 Professional References
- Med Surg and ALL CLINICAL POSITIONS requires BLS
- TELE, ICU, PACU requires BLS, ACLS
- ER requires BCLS, ACLS, PALS
- OR requires BLS
- M/B, PP requires BLS and NRP
- L&D requires BLS, NRP, ACLS, and Advanced Fetal Heart Monitoring
- NICU requires BLS, and NRP
- Psych requires BLS, Assaultive Behavior (CPI)
- Cath Lab, IR, ENDO require BLS and ACLS

Medical Documents

- TB Skin Test < 1 yr OR CXR < 4 yr with screening form
- Physical < 1 yr
- MMR Booster OR proof of Titers for Mumps, Rubella, Rubeola
- Varicella Booster OR Titer
- Hep B titer OR declination OR proof of Hep B series
- Flu vaccination and/OR Declination < 1 yr
- TDAP vaccination and/OR Declination < 1 yr

Payroll Requirements & EDOCS

- 2012 w 4 form -- online - if you are filing exempt must put 0 in line 5 and Write "EXEMPT" in line 7
- I-9 form complete top section - online
- Automatic Deposit Form - online
- Copy of voided Check-- WE MUST HAVE TO PROCESS DIRECT DEPOSIT
- Live Check- Subject to \$50 FED EX for overnight request.

Testing Completed As Applicable

- NPS GOALS
- COMPREHENSIVE CORE
- RN MEDICATION
- SPECIALTY TEST- for example L&D
- SKILLS CHECKLIST FOR EACH SPECIALTY

COMPUTER TRAINING SURVEY

- EPIC Trained Super User: YES ___ NO ___
- Meditech Trained
- Other : _____

PLEASE MAKE SURE THE APPLICATION IS COMPLETED INCLUDING WORK HISTORY LEAVING NO GAPS IN EMPLOYMENT. YOU MAY ATTACH A RESUME IF YOU HAVE A LENGTHY WORK HISTORY.

Signature of Applicant: _____ Date: _____