



dedication makes the difference

## Required Documentation Checklist

***All of the following information is required in order for us to place you on an assignment.*** Please review expiration dates for all documentation to make sure it is current.

- Job Application & Release
- Skills Checklist(s)
- Current Professional References (2)
- Copies of all current nursing licenses
- Copies of current CPR or BCLS card, and any other certifications; ACLS, NRP, PALS, CNOR, CCRN, TNCC, etc.
- Evidence of Hepatitis B vaccination series, titer, or signed declination
- Current TB screen (within 12 months) or chest X-ray (within 2 years)
- Evidence of MMR vaccination or titer
- Evidence of Varicella(Chicken pox)- Vaccine or titer
- Current physical exam/statement
- Copy of valid driver's license & Social Security Card
- JCAHO competency Testing
- I9
- HIPAA Compliance form
- Management Safety Plan
- Drug Screen
- Work Schedule
- Employment Agreement
- W-4
- Direct Deposit form
- Health Insurance Enrollment/Waiver form

**Please fax all documents to (800) 388-3893**

**Or mail** completed forms and copies to:

Attn: Application Department  
**HealthCare Staffing Network**  
5445 DTC Parkway Suite 330  
Greenwood Village, CO 80111