



CARE STAFFING

Professionals

Employment Application Packet Checklist

To ensure our compliance with the standards of both our clients and the Joint Commission, Care Staffing Professionals, Inc., require the following documentation in our system.

Requirements:

- Resume**
- explain GAPS IN EMPLOYMENT, if any to avoid delays in your Pre-qualification process
- please indicate the City and State plus month and year per work history also if you speak any Language other than English

- Application for Employment**
- CARE STAFFING PROFESSIONALS Application Form
- Employment History
- Emergency Contact
- Legal Questionnaire

- Employment References**
- Professional References**
- Clinical Skills Checklist** (Completed & Signed)

Professional Credentials (please attach the following when submitting this Application)

- CA Professional license (front and back copies with signature)
- License Verification
- Driver's License (front and back)
- Social Security Card (front and back)
- BLS/CPR (front and back copies with signature)
- First Aid
- ACLS, PALS, MAB, EKG/Arrhythmia Certification as applicable (front and back copies with signature)
- Fire and Safety Card (front and back)
- Diploma (hospital requirement for education verification)
- Physician Statement, taken within the last 60 Days, *Physician Statement with Signature of MD and must state that you are free of communicable diseases and in good physical and mental health (within a year)
- Chest X-ray (with complete **Radiology Report** or PPD Test (within a year with **Lot No.**)
- MMR Vaccine (within the last 10 years) or Titer
- Varicella Vaccine (within the last 10 years) or Titer
- TDAP vaccine or Declination (within the last 10 years)
- Hepatitis Vaccine (proof of series within the last 10 years) or Declination or Titer
- Flu/H1N1 Vaccine (annually) or Declination
- Authorization to Disclose PHI** (Personal Health Information)
- Background Investigation and Drug Testing Consent (10 panel)**



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Phase II File Requirements:

- OIG Exclusion Check
- SAM Exclusion Check
- Permanent Tax Home Notification
- Registry Confidentiality Pledge
- Meal Waiver
- JCAHO – OSHA Review
- JCAHO Acknowledgement
- HIPAA Acknowledgment
- General Safety Acknowledgment
- Skills Checklist

Federal Requirements:

- Form I-9 (Stored Separately)
- Direct Deposit (Stored Separately)
- Form W-4
- Payroll Agreement