



Required Documentation Checklist

Standard Application Package:

- Signed and completed Employment Application, including Applicant Acknowledgement Agreement.
- Two past performance evaluations, these are valid for one year.
- Completed Clinical Skills Checklist and Job Description that applies to you.
*Checklist and performance evaluations must be updated annually.
- Examination completed with a passing score of 80% or greater.
*You must successfully complete each area of specialty prior to accepting assignments in that specialty.
- Signed and completed I-9 Form.
- Signed and completed W-4 Forms.
- Signed and completed orientation checklist.

Professional Licenses and Certifications:

- Copy of professional license(s).
- Copy of American Heart Association Healthcare Provider BLS card and any additional certifications (ACLS, TNCC, NRP, PALS, ENPC).
- Annual completion of mandatory in-services.
- Mandatory Reporter Training in Recognition and Reporting of Child and Adult Abuse.
- Two accepted articles of proof of your eligibility to work in the United States. A list of accepted articles is provided on the I-9 Form. Examples would be a Driver's License *and* Social Security Card.

Medical Documentation:

- A current physical or physician's statement in the past 12 months.
- Hepatitis B documentation. You must provide series of three vaccination, titer, booster or signed declination of the series.
- Current TB screen (within 12 months) or chest X-Ray.
- Proof of immunity to Rubeola, Rubella and Mumps (positive titer or MMR documentation signed by a physician).
- Pre-employment drug screen (we will randomly ask for a UA, which must be completed at that time).

All documents must be in your file prior to placement. Documentation may be brought to the office, faxed or e-mailed.



3815 NW 109th Street Ste B.
Des Moines, IA 50322
515.252.0000 or 800.518.1460 – Phone
515.276.5506 – Fax

Email: rd@signaturehealthcarejobs.com or chokel@signaturehealthcarejobs.com