



The right connection. Guaranteed.

# Two Easy Steps

## STEP 1

Please complete and email or fax back the following:

- Employee Profile
- Application Form
- Reference Forms (3)
- Skills Checklists
- HIPAA Forms
- JCAHO/OSHA Competence

Please send clear copies of the following:

- Professional Nursing Licenses
- Other Specialty Certifications
- ACLS Certification (front & back)
- PALS Certification (front & back, if applicable)
- CPR Certification (front & back)
- Current Evaluations or Letters of Recommendation
- Driver's License, SS card
- Hepatitis B Documentation/Declination Form
- Proof of Negative TB Skin Test or X-ray
- Proof of Immunity to Rubeola, Rubella & Mumps, Varicella

## STEP 2

Please complete and email or fax back the following:

- Employment Agreement
- Compensation Agreement
- Certificate of Notarization
- Form W-4, Direct Deposit, Voided Check
- Permanent Tax Residence Declaration
- Notarized I-9
- Criminal Background Check\*
- NON-DOT 10-Panel Drug Screening\*
- OIG/EPLS\*
- License Verification\*
- Online Tests\*
- Completion of other physical requirements that facility may request

\* To be done by agency.

***When scanning documents for submission, if possible, please use the pdf format.***

*For assistance, please contact your NC STAFFING Recruitment Specialist or email [travel@ncstaffing.com](mailto:travel@ncstaffing.com).*