

Healthcare Provider Required Documentation

Application for Applicant Profile: (Packet 1)

- _____ Employment Application (**Online: www.usnurselink.com**)
- _____ Two Professional References (**Online: www.usnurselink.com**)
- _____ Appropriate Skills Checklist (**Online: www.usnurselink.com**)

Documentation Required to Confirm Assignment: (Packet 2)

- _____ Consent for Background Check, Drug Screen and Medical Records Release (**sign and fax**)
- _____ Current copy appropriate State Nursing License (**fax**)
- _____ RN, LPN/LVN, or CNA Job Description (**sign & fax**)
- _____ Current Copy of American Heart Association BCLS for Healthcare Providers (**fax**)
- _____ Current copies of other specialty certifications or licenses (**fax**)
- _____ On-line 2009 Core Mandatories; Exams I and II (**call USNL to schedule**)
- _____ On-line Pharmacology Test (**call USNL to schedule**)
- _____ On-line Specialty Test(s) (**call USNL to schedule**)
- _____ Drug Screen (**call USNL to schedule**)
- _____ Physicians Statement of Health (**signed by physician then fax**) (**Expires annually**)
- _____ Proof of Hepatitis B series, titer, or signed declination (**fax**) (**Expires every 10 years**)
- _____ Proof of TB test including results (**fax**) (**Expires annually or CXR expires every 2 years**)
- _____ Proof of Tetanus immunization, titer, or signed declination (**fax**) (**Expires every 10 years**)
- _____ Proof of Measles, Mumps Rubella (MMR) immunization or titer (**fax**) (**Expires every 10 yrs**)
- _____ Proof of Varicella immunization, titer or history (**fax**) (**expires every 10 years**)

HR Documentation Required - USNurseLink Employees Only: (Packet 3)

- _____ IRS W-4 Form (**sign and fax**)
- _____ Homeland Security I-9 Form (**sign and fax**)
- _____ I-9 Notary Confirmation (**signed & stamped by Notary Public then fax**)
- _____ N/A Employee Handbook signature page (**read, sign and fax**)
- _____ Direct Deposit Form (**complete, enclose cancelled check and fax**)
- _____ Timesheets due weekly by noon on Monday (**complete, obtain facility signatures and fax**)