



Employment check list

1. Employment application/ references (you will receive this form by email: print, fill out and upload or email to dwatat@staffingonthego.com)
2. Two forms of acceptable ID for form I9 verification (copy of drivers license and SS card)
3. I9 form (will receive by email)
4. W4 form for payroll (will receive by email)
5. Job Description acknowledgement (receive on WhatsApp.)
6. Skills assessment and competency test (will receive by email, print, fill out and upload)
7. CPR or BLS, and first aid certification (upload or email to dwatat@staffingonthego.com)
8. Immunization record(upload to your profile or email)
9. Drug screening/ physical exam (you can do your drug screening at Concentra or your PCP office: results should be uploaded or email to us. If you are using concentra please request for authorization from me before going to their office. Physical exam must be within one year.)
10. Criminal Background check/ CPS and CJIS clearance (contact David or Theresa his secretary for appointment)

11. proof of current MBON licensure (please print a copy and upload)
12. Nursing Malpractice license. (Please get a malpractice license if you do not already have one. It doesn't cost much. It's required.)
13. College Diploma or Transcript (upload copy to your profile or email.)
14. TB symptoms evaluation (within one year for persons with a history of positive TB screening) (upload copy of result)