Employment check list

1. Employment application/ references: you have completed this by uploading your resume online or filling out an application on our website.

2. Two forms of acceptable ID (copy of drivers license and SS card)

3. I9 form (verification Of eligibility to work)

4. Job Description acknowledgement(please read through rhe Job Description and sign. If you cannot sign it online, then print it out and signed it

5. Skills assessment and competency test (print, fill out and upload)

6. CPR/ BLS, and first aid certification (upload it on your profile on the website.)

7. Immunization record(upload on your profile)

8. Drug screening/ physical exam (you can do your drug screening at Concentra or your PCP office: results should be uploaded. If you decide to do the drug screen at Concentra please request for authorization from before going to their office. Physical exam must be within one year.)

9. Criminal Background check: you can do your background check at any background check office. Please do well to provide our agency code to the officer doing your background check. here is our code:

   Agency number is 9900012290

   ORI number is MD920523Z

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)

14. TB symptoms evaluation (within one year for persons with a history of positive TB screening) (upload copy of result)