

# Packet Instructions

## Please use Blue or Black Ink

### **We will need copies of the following:**

- Driver's License (current)
- CPR card (current)
- Social Security Card (OR Birth Certificate OR Passport OR MD's voter card)
- PPD or Chest x-ray (current)

### **Left side of folder:**

- All information on the left side is for your general knowledge. Please read through all information. **(This is will be given to you during your interview)**

### **Right side of folder:**

### **Intermittent Test (You will complete this during your interview)**

- Please do not write on Exam
- Please complete exam (in pencil)
- Name and date on bottom

### **Questionnaire for Nursing Visits (You will complete this during your interview)**

- Please answer all questions front and back (in pen)

### **LPN OR RN Job Description (This is will be given to you during your interview)**

- Read, sign and date
- Your copy is on the left hand side of the packet

### **W-4**

- Please fill out completely.
- Line 5 cannot be left blank, must have a number 0-6.
- Please **do not** write "EXEMPT".
- Please sign and date.

### **I-9 - (only need pages 7 & 8)**

- Please fill out the top part only.
- **STOP** at "Preparer and/or...."
- Please sign and date.

### **Application**

- Please complete entire form
- Please sign and date

**Over →**

### **Drug & Alcohol-Free Workplace Consent Form**

- Read Information
- Sign & Date
- HR will witness (please leave blank)

### **Direct Deposit (This is will be given to you during your interview)**

- Must complete both forms
- Must attach voided check **OR** submit banking information
- Please indicate Entire Pay **OR** percentage **AND/OR** Specific dollar amount

### **Employment Verification & Personal References - Please complete 2 for each**

- Please complete form with names, addresses and phone numbers (MUST MATCH WITH EMPLOYMENT INFORMATION ON APPLCIATION)
- Please sign and date

### **Bloodborne Pathogens Quiz**

- Please put name, date and complete quiz (pen or pencil)
- Pamphlet (will be given to you during interview)

### **Declination of Offer to Receive Hepatitis B Vaccine**

- Please fill out form completely

### **Payroll Policies (This is will be given to you during your interview)**

- Please read and sign copy
- A copy is on the left side for you to keep

### **Restrictive Covenant Agreement**

- Read, Sign and Date
- HR will witness (please leave blank)

### **Confidentiality Agreement**

- Read, Sign and Date
- A copy is on the left side for you to keep

### **HIPPA Information**

- Read first page
- Name & Date
- Answer quiz (pen or pencil)

### **Employee Orientation Check List (This will be completed during interview)**

- Sign top **AND** bottom; date bottom
- Initial & Date after each topic (all information is on the left side of packet)