

# SurgiStaff

Subsidiary of HiTech Searches, Inc.

## RAPID RESPONSE DOCUMENTS NEEDED ON FILE

Thank you for your interest in SurgiStaff! Enclosed you will find the forms and information we will need to consider you for employment. Please fill out and fax or mail the documents to us as soon as possible.

- \_\_\_ Candidate Info/Preferences Sheet
- \_\_\_ Employee Application
- \_\_\_ Current Resume
- \_\_\_ Up-to-date Skills Checklist
- \_\_\_ Two current Performance Evaluations signed by a supervisor.
- \_\_\_ A copy of your driver's license or a picture ID.
- \_\_\_ Completed W-4
- \_\_\_ Completed I-9
- \_\_\_ CPR card and other Applicable Licenses and Certifications (copies of front and back)
- \_\_\_ Employee Health Questionnaire
- \_\_\_ Recent Physician's Examination-signed statement declaring your ability to work as a nurse within past 12 mos.
- \_\_\_ Proof of immunizations or positive titer results for Mumps, Rubeola, Rubella and Varicella.
- \_\_\_ A current negative TB screen within the last year. If positive, a current normal chest x-ray within last 12 mos.
- \_\_\_ Signed Hepatitis B form. You need one of the following: a signed declination, proof of titre or a vaccination series.
- \_\_\_ Penal Code Statement
- \_\_\_ Patient Confidentiality Agreement
- \_\_\_ A signed waiver agreeing to a drug screening and/or background check if required by hospital.
- \_\_\_ Optional - Direct Deposit Application (simply include a voided copy of a check)
- \_\_\_ JCAHO Test
- \_\_\_ OSHA Test
- \_\_\_ Medication Competency Test (where applicable)

Thank you,

Placement Manager  
SurgiStaff