

1st Nurse Registry

Employment File Checklist

1. Affidavit of Compliance – with Background Screening Requirement
2. Agreement b/w Contractor & Registry
3. Alzheimer's Disease and Related Disorders Training Certificate
4. Application for Employment
5. Level 2 Background Check Results
6. Background Release & Consent
7. Competency Test
8. Consent for Drug/Alcohol Screening
9. Consent for Insurance Confirmation
10. CPR/BLS Card
11. Direct Deposit Request
12. Domestic Violence Training Certificate
13. Driver's License or State Identification Card or Passport or Alien Card
14. Drug Screening Results
15. Employee Confidentiality
16. Employee Consent for Reference
17. Employee Health Statement
18. Employment Verification
19. First Aid Certificate
20. Hepatitis B Waiver
21. HIV/AIDS, Infection Control Training Certificate
22. I9 Form
23. Influenza Declination
24. Job Description
25. License Verification (if Applicable)
26. Medication Assistance Training
27. OSHA Bloodborne Pathogens Training
28. Privacy Code of Conduct
29. Professional License or Certification
30. Proof of Receipt of Employee Handbook
31. Proof of Receipt of Florida Administrative Code Rules (CNA/HHA)
32. Proof of Receipt of Florida Statutes (CNA/HHA)
33. Proof of Receipt of Nurse Practice Act (RN/LPN)
34. Proof of Receipt of Rules and Statutes for RNs & LPNs (RN/LPN)
35. Skills Checklist
36. Social Security Card