



# Application Checklist

## Glempiris Healthcare Staffing, INC.

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ITEM #	DOCUMENT DESCRIPTION
1.	Resume
2.	Copy of Professional License
3.	Driver License And Social Security Card
4.	TB Test Results
5.	Physical Exam
6.	CPR Card
7.	Employment Application
8.	Emergency Contact/References
9.	Employment Verification
10.	Associate Handbook Acknowledgement Form
11.	Skills Checklist
12.	Employment Agreement
13.	Authorization And Release Of Information (For Pre-Employment)
14.	Direct Deposit Form
15.	Direct HR Acknowledgement
16.	1-9 Form
17.	2011 W-4 Form
18.	Voided Check
19.	Acknowledgment Of Receipt Of Glempiris Staffing Employment Documents
20.	Associate Handbook
21.	Confidentiality Statement
22.	Code Of Ethics
23.	Substance Abuse Policy
24.	Written Disclosure To Applicant And Consent To Consumer Report Information
25.	Time Sheet Instructions
26.	Time Sheet
27.	Payroll Schedule

