



## Pre-employment Paperwork Checklist

### Step 1 – Getting Started

In order to ensure our ongoing compliance with industry standards, Medical Staffing Solutions requires the following documentation on file. We appreciate your timely submission of these documents.

#### Document

- Application for Employment – 4 pages
- Emergency Contact Form – 1 page
- Professional Credentials – Readable copies must be provided on all licenses and credentials (Professional license(s), CPR / BLS card, certifications (ALCS, PALS, etc.)
- Professional Reference (1)
- Professional Reference (2)
- Background Investigation Consent – 2 pages
- Substance Abuse Testing Consent – 1 page
- Skill specific checklist – Completed & signed  
Can be completed & sent on-line at: [www.mssmedicalstaffing.com/clinician-resources](http://www.mssmedicalstaffing.com/clinician-resources)

#### Physicians' statement & vaccination record (within 12 months of current date)

Please provide immunization records or current test results:

- TB/PPD Test (within 12 months) **OR**
  - Chest X-Ray with + TB (within 24 months and annual symptoms update yearly)
- MMR (if required by facility). Required on or prior to birth date of 1957, 2 MMR required after birth date of 1957 **OR**
  - Rubella Titre
  - Rubeola Titre
  - Mumps Titre (if required by facility)
  - Varicella Booster Titre, Immunity, Vaccination
- Physician statement & signature (if necessary)
- Hepatitis B Declination (Mandatory), Proof of Series, or Titre – 1 page
- Authorization to Disclose PHI (Personal Health Information)