Check Off List for New Applicants

Please remind all new potential providers of the following items which *MUST* be presented at the time of application:

1. Current License issued by the State of California (for positions requiring a license)

2. Current Certifcation by Accrediting Organization for applicable positions. (ARDMS, ARRT, RRT, etc.)

3. Current **BLS CPR Health Care Provider** card issued by the **American Heart Association.** We do not accept on-line CPR course cards nor do we accept American Red Cross cards.

4. Physicians Report/Health Certificate less than 1 year old.

5. Negative TB test less than 1 year old. If TB PPD was positive, a negative chest X-ray result must be submitted, less than 2 years old. A chest x-ray will not be accepted without documentation of a positive PPD.

6. Vaccination records or positive titer values for the following:

   Rubeola   Mumps
   Rubella   Varicella

If any of the above health records are not available, we can refer the applicant to a clinic at minimal expense. Documentation must be complete prior to submitting the application for processing.

7. ID Verifications (drivers license, Passport, government issued ID etc.) **Must be a photo ID**. See I9 form.

8. Social Security card **MUST BE PRESENTED** at time of application. **NO EXCEPTIONS.**

9. Certificates of Education
   a. Continuing Education
   b. School diplomas
   c. Advance or Unit Specific Qualifications

10. Names and addresses for 2 professional references, related to the desired position. Should be supervisor, co-worker, etc.

11. 7 years work history. Documentation must be provided for all periods of unemployment or schooling. You will need to provide:
    Company name
    Complete Company address and Company phone number
    Supervisor's name

12. 7 years residency history with complete addresses including zip codes. Physical street address must be provided-**No PO Boxes**.

13. Documentation for highest level of education including the following:
    School name
    Complete school address
    Admissions office telephone number and fax number
    Dates of attendance and Date of graduation
    Degree or certification earned

14. LA City Fire & Safety Card

15. MAB Certification (Nursing)

Please inform all new applicants the process will take about 2-3 hours to complete.