

Nadion Home Health Care Services LLC

Personnel File Requirements

Name:	Position:
Address:	
Home Phone:	SSN:
Mobile Phone:	Hire Date:
Pager:	Date of Birth:

The following documents are required of every person seeking employment or applying for authorization to provide services to any eligible client or patient of Scarlet Haven Nursing Care, LLC:

General Requirements	Initials
Application	
Resume	
I-9	
W-4	
Criminal History Check	
Misconduct Check	
Employment Verification	
Employment Agreement	
Non-compete Agreement	
Copy of Social Security Card	
Signed Job Description	
Copy of Driver's License	
2 Professional References	
Sworn Statement	
Medical & Nursing Staff Requirements	
Proof of current licensure	
License Verification Form	
Automobile Release of Liability	
Skills Assessment Checklist (CAN or LPN)	
Pre-Employment Test	
Copy of NRP Certification	
Copy of CPR Certification	
Copy of First Aide Certification (when necessary and required)	
Hepatitis B Vaccination	
Tuberculosis Skin Test or Chest X-Ray	

Certification

I hereby certify that this employee record was reviewed by me.

Print Name: _____

Signature: _____ Date: _____