Licensure and Vacation Statements

All applicants must have a California RN License prior to the start of the Residency. It is strongly advised that the last date you sit for the NCLEX is one month prior to the program start.

(Example: Program starts September 20, 2021, so you must have taken the NCLEX by August 20th)

If hired, you may risk losing your position if your RN License is not posted to the California Board of Registered Nursing (BRN) website by September 13, 2021.

It is strongly recommended that you submit your paperwork to the California B.R.N. as soon as you can and follow-up regularly regarding the status of the necessary documentation (e.g. fingerprints & transcripts).

The initial immersion component of the program is 14 weeks in length and requires full-time employment without vacation or other activities requiring more than a 1-2-day absence. Any scheduled time off will necessitate approval of the hiring manager prior to the start of the Residency.

I have read and understand the above statements:

Signature: ____________________________________________________________
Application and New Hire Process

Listed below is the application and new hire process. Please remember to keep a copy for yourself.

Application Packet to be submitted on-line as an attachment:
1. Resume
2. Cover Letter (not required but recommended)
3. Licensure and Vacation Statement Signed
4. Essays

New Hire Paperwork to be completed at Human Resources (if hired):
1. Personal Data Form
2. W-4/State Form
3. Shift Agreement
4. Handbook Receipt
5. Child Abuse
6. Background Verification Form
7. Transcripts
8. Reference Letters (2)
9. Code of Conduct
10. Intellectual Property Agreement
11. Job Description
12. Confidentiality
13. Staff Rights
14. Orientation Test
15. I-9 Form
16. Medication Test

Documentation that needs to be submitted to Human Resources (if hired):
1. All applicants must have a California RN License prior to the start of the Residency (no IP’s).
2. CPR and PALS for healthcare providers from American Heart Association valid for six months from start of program, you will not be able to start employment at CHLA without valid cards.
3. Two forms of Identification (i.e. Social Security card and Driver’s License or Passport)

Employee Health (if hired):
1. Physical
2. Drug Screening
3. Immunization Records submitted to Employee Health
4. Health Clearance submitted to Human Resources
5. COVID Testing

I have read the above and agreed to complete and submit the forms prior to the start of the Program:

__________________________________________
Print name

__________________________________________
Date

__________________________________________
Sr. Talent Advisor

__________________________________________
Signature

Revised: 5/17/2021