



## 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 a PDF when applying will include:

1. Resume and Cover Letter
2. Application and New Hire Process Form
3. Unofficial College Nursing Transcripts
4. 2 Reference Letters
5. Letter of Intent
6. Licensure & Vacation Statement

### New Hire Paperwork to be completed at Human Resources (if hired):

- |                                    |                      |
|------------------------------------|----------------------|
| 1. Personal Data form              | 9. Job Description   |
| 2. W-4/State form                  | 10. Confidentiality  |
| 3. Shift Agreement                 | 11. Staff Rights     |
| 4. Handbook Receipt                | 12. Orientation Test |
| 5. Child Abuse                     | 13. I-9 Form         |
| 6. Background Verification form    | 14. Medication Test  |
| 7. Code of Conduct                 |                      |
| 8. Intellectual Property Agreement |                      |

### 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 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 a valid card.
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

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

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*Sr. Talent Acquisition Consultant*

\_\_\_\_\_  
H.R. Representative

Revised:  
1/22/2018



### **Licensure & 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 10, 2018 you must have taken the NCLEX by August 10<sup>th</sup>)  
If hired, you may risk losing your position if your RN License is not posted to the BRN website by August 27, 2018.

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

**The program is twenty-two 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. Please be advised missing more than three class days or five days on the unit during the Residency Program may result in your being terminated from the Residency.**

I have read and understand the above statements:

Signature: \_\_\_\_\_