

NURSING & HEALTH SERVICES TRAINING CONSULTANTS, INC.

Please make sure you have all the required documents on this list before calling to schedule an interview. This is a general list; you may be required to submit further documents depending on job position, your classification and/or specialty.

Documents Needed	RN	LPN	CNA/ GNA	PCT/ Comp.
Completed Application <i>(Original – do not fax)</i>	✓	✓	✓	✓
Driver's License or Gov't-issued ID <i>(must submit in person to HR Associate)</i>	✓	✓	✓	✓
Social Security Card <i>(must submit in person to HR Associate)</i>	✓	✓	✓	✓
Permanent Resident Card (if applicable) <i>(must submit in person to HR Associate)</i>	✓	✓	✓	✓
CPR Card	✓	✓	✓	✓
First Aid Card			✓	✓
Resume	✓	✓	✓	✓
Professional Liability Certificate*	✓	✓	*	
Two (2) Professional References**	✓	✓	✓	✓
One (1) Letter Recommendation**	✓	✓	✓	✓
Physical Exam- (No older than a (1) year) <i>DC Applicants Only- (No older than 6 months)</i>	✓	✓	✓	✓
TB Results- Annual PPD or Chest X-Ray Results	✓	✓	✓	✓
Proof of Hepatitis B Series <i>(or you may substitute the declination form in the application packet)</i>	✓	✓	✓	✓
Proof of immunity to MMR, Varicella, Tetanus (titer) <i>(Preferred, but not required)</i>	✓	✓	✓	✓

IMPORTANT INFO---PLEASE READ

*Professional Liability Certificate

- If you do not have Professional Liability Insurance, you may choose to obtain it from **Nurse Service Organization (NSO); www.nso.com or 1-800-247-1500** or any other company that offers it.
- CNA/ GNA- Professional Liability Certificate is not required upon initial interview and orientation; however it may be required at a later time.

** Professional References and Letter of Recommendation:

- References must all be from different individuals, organizations and non-family.
- Professional References can only be from an organization or someone to whom you have provided direct care (Not a family/friend).
- If interested in the pediatric division, please include at least one reference that verifies pediatric experience within the past two years.
- If you have a certain specialty/interest, please include at least one verifiable reference that demonstrates your experience in your specialty/interest.

YOU MAY SUBMIT DOCUMENTS TO HUMAN RESOURCES VIA:

FAX: (410) 528-5436
 DROP OFF: 311 N. CHARLES ST., BALTIMORE, MD 21201
 EMAIL: HUMANRESOURCES@NURSINGANDHEALTH.COM

* If you choose to drop off documents, please remember that all interviews must be scheduled in advance. First gather your documents, and then call (410) 528-5430 to schedule an interview.