



NEW HIRE CHECKLIST FOR C.N.A STAFF

Employee Name _____

- _____ Completed Employment Application
- _____ Resume
- _____ 2 References verbal or written Reference check #1_____ Reference check #2_____
- _____ Copy of 2 Forms of Identification
- _____ Copy of Nurse Aide Certification Program
- _____ Receipt of Handbook Form
- _____ Background Check Disclosure & Release Form & Article 23A
- _____ CHRC Background check form

Business Office Paperwork

- _____ W-4
- _____ Employment Eligibility Verification (I-9)
- _____ Pay Rate Acknowledgement Form
- _____ Payroll Action Form

Medical Paperwork

- _____ Physical (must be from within 12 months)
- _____ PPD
- _____ MMR Status
- _____ Varicella Status
- _____ Hepatitis B Vaccination/Decline Form

Please complete and submit all the above listed items