



NEW HIRE CHECKLIST FOR LPN STAFF

Employee Name _____

- _____ Completed Employment Application
- _____ Resume
- _____ 2 References verbal or written
- _____ Copy of 2 Forms of Identification
- _____ Copy of a Current Registration Certificate from NYS Education Dept.
- _____ Copy of LPN Certification (Diploma)
- _____ Valid CPR Certification
- _____ Receipt of Handbook Form
- _____ Background Check Disclosure & Release Form & Article 23A

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 and return them to Al Gordon at ext.226