



# Staff Relief Inc.

## Application Checklist

Please PRINT this checklist out & return the following information to complete your application.

- Copy of current nursing license
- Copy of current professional liability insurance (if available)
- Copy of current driver's license
- Copy of social security card
- Copy of diploma for position applying for
- Copy of current CPR certification
- Copy of other certification (CNA, CNOR, TNCC, CORT, ACLS, CCNR, PALS, BTLS, CEN)
- Signed on-the-job injury sheet
- Two signed reference sheets - please provide additional references.
- Criminal History Background Check sheet signed and notarized
- JCAHO Mandatory In-Service Sheet, initialed
- Skills checklist completed
- General Medical Surgical Nursing Test
- Medication Test
- Completed Age Appropriate Care Test
- Completed and signed request for taxpayer identification number and certification for W9
- We need the following information done within the last year:
  - Drug Screen  
Results can be sent by hospital you currently work at OR  
SRI will pay for a drug screen at local doctor's lab.
  - TB Test or Chest X-ray
  - Hepatitis Profile or documentation of Hepatitis series (If available)
  - Mumps, Measles, and Rubella Titer (If available)

### Specialty Areas:

- All personnel that desire to work ICU, CCU, SICU or ER must also complete and return the corresponding test. If you do not receive an e-mail with access information for the test in the area you would like to work, notify the Staff Relief, Inc. office.