

REQUIRED UPON HIRE

Should you be offered a position with Carroll Hospital or Carroll Health Group, it is our practice to obtain and verify employment related documents/items upon hire. Please be aware the items are required unless noted otherwise.

Below, is a list of what is required PRIOR to your start date, **in the event you are offered a position**. Please be aware of these requirements, failure to comply may result in a delay of employment.

Required upon hire:

- Two supervisor references:**
 - Name, Title, Organization, Contact Phone Number, Contact E-mail Address
- Pre-employment physical** *(includes but is not limited to the following: Drug, Nicotine & PPD screenings)*
 - Completion of Ready Set registration and Health History Surveys (sent by email)
 - Annual Flu vaccination** required for employment
 - Vaccinations occur annually
 - If you do not wish to have completed here:
 - Immunization record
 - Flu vaccination verification
 - Proof of negative PPD or chest x-ray within last year may be accepted
- Government issued IDs for I-9**
 - Copies and Birth Registration are **not** acceptable documents
 - List of acceptable documentation will be sent out by Onboarding Specialist
- Voided check/ Direct Deposit authorization from bank** *(if electing direct deposit)*
- License plate #** of vehicle(s)
- Certifications:**
 - ACLS
 - PALS
 - NRP
 - American Heart Association – Health Care Provider CPR
 - Other: _____
- Licensure:**
 - RN
 - CNA
 - LCSW-C
 - ARRT
 - RRT
 - Other: _____
- Fleet Safety:**
 - Request Driving Record (last 3 years)
 - Proof of active auto insurance
 - Completed Statement of Driving Record
 - Current Driver's License
- Fingerprinting** through Maryland's Criminal Justice Information System (CJIS)

Please note: As part of our ongoing commitment to the health and well-being of our community, **effective January 1, 2015 we are no longer hiring individuals who use nicotine products.**