

First + Choice Nurses

Contractor Interview check list

Please be sure each applicant has these following documents prior to issuing a First Choice Id Badge & New Contractor Package

- RESUME
- State Issued Drivers License or Photo Id
- Social Security Card
- Board Certified License (We Need A Hard Copy On File)
- CPR Card
- TB Screening
- Flu Shot
- Drug Screening
- Riverside and/or Bon Secour NDA signed
- Skills Checklist

*Check the new contractor's ___ address and ___ cell phone number. *Explain check mail\or pick up procedure ___ *Identify in Nam's pick up or mail ___ *Explain Time Invoicing color coding ___ *Explain 1099 Forms ___ *If referred by another contractor, identify in Nam's that contractor's name ___

Interviewer is responsible for explaining:

- Availability Protocol (Signature Required)
- Time Invoicing Protocol and Monday Deadline (Signature Required)
- On Call and After Hour Contact Information\On Call Number (Signature Required)

Welcome Package

***BACKGROUND CHECK DONE? ___ ***

Interviewed By: _____ Date: _____