



**Use this checklist to help you prepare for your interview. Please bring this list and the following documentation with you:**

- \_\_\_ Completed application, with references and phone numbers.
- \_\_\_ Resume (RN and LPN)
- \_\_\_ State License and/or Certification (large part preferred)
- \_\_\_ Any additional licenses or certifications
- \_\_\_ Current CPR certification
- \_\_\_ Immunization Record documentation (HepB, MMR, Varicella, Tetanus)
- \_\_\_ Proof of Physician's physical completed within past year
- \_\_\_ Proof of PPD or chest X-Ray completed within past year  
(2-step PPD or current chest x-ray required before working)
- \_\_\_ Three (3) Healthcare Employer/Peer references
- \_\_\_ Two forms of identification (social security card and government photo id)

**Yes / No** Are you willing to take a drug screen according to our policy?

**Yes / No** Will you release your background information inclusive of criminal records?

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If your appointment was not already scheduled, when you have the application completed and all other requested information collected, call to schedule your interview! If you are getting a physical or PPD before your appointment, please call and request a HealthSkil physical form, which can be given to your doctor.

3434 Hamilton Boulevard  
Allentown, PA 18103  
800-456-7545 (office)  
800-474-7545 (fax)

**Appointment Scheduled:**  
**Date:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**With:** \_\_\_\_\_

**Visit us at:**  
[www.healthskil.com](http://www.healthskil.com)