



Elite Medical Group Staffing

EXCEEDING EXPECTATIONS DAILY

Applicant Information Checklist

The information provided in this hiring package needs to be completed by the applicant. Please return the information to the following address or fax number:

Elite Medical Group Staffing
12705 Century Dr. Ste C.
Alpharetta, GA 30004
Fax (866) 899-8967

Checklist of forms and credentials needed to complete hiring process

Information and forms that you provide:

- Resume
- Copy of valid Driver's License
- Copy of Social Security Card
- Copy of current licenses
- Copy of CPR certification (front and back)
- Copy of any and all current certifications (front and back)
- TB test or Chest X-ray
- Immunization/Vaccination Records

Forms provided by EMG Staffing:

- Employment Application
- Letters of Reference (please provide 3 letters)
- Skills Checklist (as applicable to area of specialty)
- Job Description (as applicable to area of specialty)
- Universal Precautions
- HIPAA Agreement
- Identification Badge Verification Form
- Substance Abuse Policy
- Temporary Staff Agreement
- Safety in the Workplace
- Contractor/Employee Health Questionnaire
- W-4/W-9 (Employee Withholding Allowance Certificate)
- Infection Control Test
- Contractor/Employee Declarations and Notifications—TB, MMR, HEP B