



Employment File Checklist

All items listed are needed prior to reporting for assignment

- Resume or Employment History
- Professional References (minimum of 3 required)
- Skills Checklist with Age Specific Competency
- Copies of State Licensures
- Copies of all Certifications
- Pre employment Drug Screen (instructions will be sent by Recruiting Consultant)

Health Records

- TB (within 12 months of current date) or Chest X-Ray
- MMR (titers or immunization record)
- Varicella Documentation
- Hepatitis Documentation
- Current Tdap (Tetanus, Diphtheria, Pertusis)
- Flu, COVID shots (if required)

Individual forms can be downloaded at: www.texasselectstaffing.com/checklist

- Application Form
- Job Description Form
- Permanent Tax Home Notification
- Direct Deposit Form Voided Check
- HIPPA form
- Background Release
- Workers Comp & Labor Law Acknowledgments
- W4 form
- I9 form (send back with acceptable I9 documents noted on page 3 of I9 form)

- Employment Agreement and Assignment Contract (will be emailed by Recruiting Consultant)

*Items with "X" are included in this packet.

To protect your personal data, please upload all of your documentation securely at: www.texasselectstaffing.com/checklist