

“Getting Started” Checklist

We're excited about your interest in travel, and thank you for choosing **Club Staffing** for your next adventure. We know you have questions about the process, and have put together the list to help you with planning. Follow the few steps outlined here to get connected with a recruiter who will match your needs with the right position.



1 Step 1 – Online Application

Complete our online application form. We require basic contact information, licensure details as well as schooling and recent job experience details. Go to our Web site to get started now.

2 Step 2 – Skills Checklist

Once you complete the application, you will need to complete your skills checklists. Visit our online Skills Checklist Library at any time to fill out the appropriate checklists for all specialty areas in which you have experience.

3 Step 3 - Professional Reference Requests

Complete the online Professional Reference form and submit to your most recent employers. Once they complete your references, we'll be able to get you in touch with an experienced recruiter dedicated to meeting your career needs.

Next Steps: Your Information & Documentation

As you know, organizations require a variety of records. These vary from one facility to another, but some items are mandatory for all assignments. While you're planning for your assignment, please begin gathering or obtaining the documents below and fax them to (877) 282-0425. Don't forget, submitting this paperwork not only speeds up the process, it helps us match you with the right travel job for you.

- ✓ **License/Credentials:** A current signed copy of your license or certification for your discipline is required for all states in which you hold a license. If your signature appears on the back of the license, please provide a copy of both the front and the back. Visit <http://www.clubstaffing.com/allied-job-tools/traveler-resources.aspx> for more licensing information.
- ✓ **Healthcare Provider Card (BLS, NRP, ACLS, PALS):** The facilities we work with recognize the American Heart Association BLS course. Online courses do not meet this requirement. The BLS card must be current within 730 days prior to starting an assignment and must be kept current throughout the duration. Please be sure to include a copy of both the front and signed back of the card.

We have listed the most frequently required medical documentation below. Please gather your health records and fax them to (877) 282-0425.

- ✓ **Required: Hepatitis B**—Documentation of a declination, completed series or a positive titer.
- ✓ **Required: Mantoux TB skin test**—Completed within 365 days prior to your assignment start date.
- ✓ **Required: MMR/Rubeola**—Documentation of two (2) MMRs, two (2) vaccines or a positive titer.
- ✓ **Required: Physician's Statement**—Needed annually.
- ✓ **Recommended: Varicella**—Documentation of a Written History, MD statement, vaccine or positive titer.

Other Important forms:

- ✓ **Form I-9:** Visit <http://www.uscis.gov/files/form/i-9.pdf> for instructions and acceptable documentation.
- ✓ **Background Authorization Form, Professional Liability Insurance, and other forms:** Prior to your first assignment, you will receive a login to our site for travelers only, The Service Connection. Many of the forms you will need will be available there, and many can be filled out online. At this point you will also have access to RN.com, where you will complete any competency tests and can access free CEUs.

Thank you again for choosing **Club Staffing**; please let us know if you have any questions throughout the process. Happy traveling!
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