



FASTAFF REQUIRED DOCUMENTATION CHECKLIST

Thank you for your interest in Fastaff. We are excited about the opportunity to work with you! This document provides you a list of documents required by Fastaff that must be submitted before your first day on the job. We list the documents needed and a link to additional information regarding that document. You can keep track of what you have submitted to Fastaff here as well.

Minimum Documents Required Prior to Submitting Your Profile to Hospital		
Document Name	Description	Submitted to Fastaff
Application	Can be completed at http://www.fastaff.com/apply . Enter your Email to start the Application Process.	
Skills Checklists	All Registered Nurses will complete a minimum of two skills checklists: 1) Essential/Practical Skills 2) Specialty Checklist(s); specific to unit in which you will be working	
Certifications	Front and back copies of all required resuscitation credentials.	
RN License	Please provide copy of all active and inactive state licenses. (Fastaff may be able to help you reactivate your expired or inactive licenses)	
References/Evaluations	<u>Two evaluations are required</u> ; one must be from a supervisor and both evaluations must be from registered nurses. The evaluations must be in support of positions worked within the last two years.	

Additional Documents Required Before Travel		
Document Name	Description	Submitted to Fastaff
I-9 Form	Fastaff will collect an electronic I-9 form from you.	
2 forms of Identification	Current Driver's license, Social Security Card, Passport are acceptable. Please scan and submit clear copies.	



Additional Documents Required Before Travel – Cont.		
Document Name	Description	Submitted to Fastaff
Orientation Modules	Online modules sent to your email prior to your first assignment.	
Acknowledgment Documents	Employment Handbook, Drug and Alcohol Policy, HIPAA Confidentiality and Consumer Authorization documents sent to your email for electronic signature.	
Competency Exam(s)	Online Unit Specific Competency Test(s) sent to your email prior to your first assignment.	
TB, Chest X-Ray and TB Questionnaire	Negative TB screen within one year; or, if history of positive results, a Chest X-ray (dated after positive TB) as well as annual TB questionnaire is required. Chest X-ray is one time requirement unless otherwise designated by individual facility.	
Physical	Annual Physical. Download a Physical form here.	
Rubeola / Rubeola	Positive titers or proof of MMR vaccine or history of disease if born before 1957.	
Varicella	Positive titer or proof of Varicella vaccine.	
Hepatitis B	Positive titer or proof of series of 3 vaccines or signed declination document.	
Tetanus	Proof of tetanus shot within 10 years or signed declination document.	

Additional Documentation Needed Once You Accept an Assignment		
Document Name	Location/Description	Submitted to Fastaff
Federal W-4	Completed W-4 is needed. Download a Federal W-4 form here.	
FASTAFF Direct Deposit	Provide necessary information for Direct Deposit. Download a Direct Deposit form here.	

If you have any questions please do not hesitate to contact your recruiter.
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