

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 Checklist	All candidates will complete an annual skills checklist: <ul style="list-style-type: none"> • 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	Two Evaluations from a Supervisor; must be in support of positions worked within the last two years. Download References/Evaluations forms here .	

Additional Documents Required Before Travel		
Document Name	Description	Submitted to Fastaff
I-9 Form	Fastaff needs a completed I-9 prior to travel. You will receive instructions on how to complete this prior to your first assignment <ul style="list-style-type: none"> • You must have ONE document from List A OR ONE Document from List B AND ONE Document from List C 	
Orientation Modules	Online modules sent to your email prior to your first assignment.	
Acknowledgment Documents	Employee Handbook, Drug & Alcohol Policy, HIPAA Confidentiality and Consumer Authorization documents to be electronically signed on eStaff prior to your first assignment.	



Additional Documents Required Before Travel – Cont.		
Document Name	Description	Submitted to Fastaff
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 a one time requirement unless otherwise designated by individual facility.	
Physician's Statement	Annual Physician Statement. Download a copy of the Physician's Statement form here .	
Rubella, Rubeola & Mumps	Positive titers or proof of MMR vaccine.	
Varicella	Positive titer or proof of Varicella vaccine.	
Hepatitis B	Positive titer or proof of series of 3 vaccines or signed declination document.	
Tetanus, Diphtheria & Pertussis	Proof of tetanus, diphtheria and pertussis (TDaP) shot within 10 years or signed declination document.	
Flu	Proof of vaccination or declination for current season	

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 information for Direct Deposit. Download the form here .	
Permanent Tax Residence Form	Completed Permanent Tax Residence Form is needed. Download the form here .	

If you have any questions please do not hesitate to contact your recruiter.
 FASTAFF, Inc. | 1-800-736-8773 | Fax: 888-508-7854 | www.Fastaff.com

I-9 COMPLETION INSTRUCTIONS

If you have received an offer and will be accepting an assignment with Fastaff Travel Nursing or US Nursing, you must complete a Department of Homeland Security Form I-9, Employment Eligibility Verification for our file.

In order to make this process more efficient for our candidates, we have moved to an entirely electronic system. When you receive an offer, you will be presented with a link to a secured on-line portal where you will complete the Electronic Form I-9.

Section 1 of the I-9 must be completed by the employee, and Section 2 can be completed by any authorized representative who is not related to you. You can review the List of Acceptable Documents below in order to prepare the documentation you will need when it is your time to complete an Electronic Form I-9.

Section 1 must be completed prior to travel for your assignment. It must be electronically signed, dated and DON'T FORGET to check the appropriate box indicating your citizenship status. Your Authorized Representative should then complete Section 2 of the I-9 Form.

Present the Authorized Representative with your **original** document(s) (copies are not acceptable) indicating your eligibility to work in the US. The Authorized Representative should enter the appropriate document info on the appropriate lines: i.e. if you are using a passport, this is a document from List A (no additional documents are needed). The issuing authority of the document you choose will need to be entered i.e. for U.S. passport the issuing authority is the U.S. Department of State. The document number will be the passport 9-digit number in the upper right portion of the passport, and the expiration date needs to be listed as well. If you are not using a passport or another document from List A, you must have a document from List B **AND** a document from List C. Refer to the Lists of Acceptable Documents presented below.

Immediately upon completion, we will be able to review your Electronic I-9 and verify that all of the information is correct. Please remember to provide Fastaff with copies of the documents used to complete the Electronic I-9.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.