

# **VitalTalent**

## **New Hire Onboarding Checklist**

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*\*We encourage you to apply even if you are missing some of the documents listed below. Resources are available to help you obtain the necessary onboarding documents.*

### **When Applying Please Attach:**

- ☐ Copy of Valid LNA/MNA/LPN/RN License
- ☐ Two forms of ID (License/Non-Drivers ID, Birth Certificate, SS Card)
- ☐ Resume
- ☐ Employment Application including two references
- ☐ Copy of COVID-19 Vaccination Card
- ☐ Proof of physical examination within the past 12 months
- ☐ Proof of TB Skin Test within the past 12 months\*
- ☐ Proof of Flu Vaccination within the past 12 months OR Flu Vaccination Declination Form \*
- ☐ Proof of any Dementia Training completed within the past 12 months\*
- ☐ Valid CPR Certification \*

### **After your initial phone interview you will need to complete the following documents:**

- ☐ VitalTalent Hiring Packet (sent to you electronically)
- ☐ BEAS State Registry Consent Form (sent to you electronically)
- ☐ Criminal Record Release Authorization Form
- ☐ Onboarding Tax Forms
- ☐ Medline Training
- ☐ Drug Screen

### **MNAs , LPNs and RNs will also need to complete:**

- ☐ Nurse Medication Exam

**Questions? Contact a VitalTalent Team Member [info@vitaltalent.agency](mailto:info@vitaltalent.agency)**