



TRISOURCE REGIONAL STAFFING

## Document Checklist

Thank you for your interest in TriSource Regional Staffing. We are excited about the opportunity to work with you! This checklist provides you a list of documents required by TriSource that must be submitted before your first day on the job. We have listed the documents needed and a link to additional information regarding that document. You can keep track of what you have submitted to TriSource here as well. Please return this information to [TriSourceStaffing@gmail.com](mailto:TriSourceStaffing@gmail.com) as soon as possible.

Document Name	Description	Submitted
Application	Application with contact information.	
Certifications	Front and back copies of all required resuscitation credentials.	
Licenses	Please provide copy of all active and inactive state licenses.	
References	<b>Two References Are Required</b> - Both evaluations must be from registered nurses. The evaluations must be in support of positions worked within the last two years.	
I-9 Form	TriSource will collect an I-9 form from you.	
Federal W-4	Completed W-4 is needed.	
Identification	Current Driver's License, Social Security Card, or Passport are acceptable. Please scan and submit clear copies.	
DocScan Link	This link can be downloaded to your smart phone and using your camera, you can take a picture of your documents and it will create it into a PDF. <a href="https://itunes.apple.com/us/app/doc-scan-pdf-document-scanner/id453312964?mt=8">DocScan for iPhone- https://itunes.apple.com/us/app/doc-scan-pdf-document-scanner/id453312964?mt=8</a>  <a href="https://play.google.com/store/apps/details?id=com.intsig.camscanner&amp;hl=en">CamScan for Android - https://play.google.com/store/apps/details?id=com.intsig.camscanner&amp;hl=en</a>	
TB, Immunizations	Copies of current TB test and Immunizations are required.	
Banking Information	Financial Information required before first paycheck. Please include a copy of a voided check.	

