

Welcome to Jefferson Healthcare! This guide is designed to help you prepare for your New Hire appointment with Human Resources.

WHAT TO BRING:

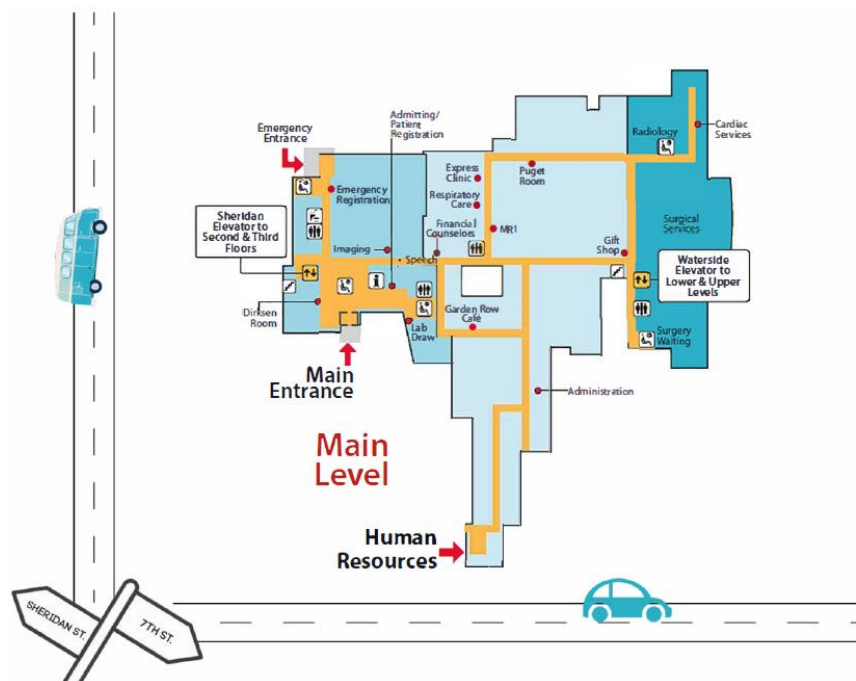
- All **required licenses, certifications, and other documentation*** related to your position
 - *Including your signed offer letter and job description, unless already received in HR
- **Official identification** to complete your I-9
 - Please see the second page of this guide for a list of acceptable documents
- **Voided check** or bank statement with routing information to supplement your direct deposit form
- **Any immunization** records for the employee health nurse to review

WHAT TO EXPECT:

- You will first meet with Human Resources. During this time we will:
 - Take a copy of your identification
 - Take a copy any/all licenses, certifications, and/or proof of education that you may have
 - Complete any outstanding pre-employment paperwork
 - Take a photo for your Jefferson Healthcare badge
- You will then visit with the Employee Health nurse for your pre-employment health screening. During this appointment the Employee Health nurse will:
 - Review your vaccination records
 - Depending on your position, determine the appropriate protective equipment for you
 - Depending on your position, administer a urine drug screen
- Your entire New Hire appointment should take approximately one (1) hour.

WHERE TO GO:

- During the Covid-19 pandemic, you will first report to the Main Entrance for a brief screening
- Then, please report to Human Resources via their public entrance, marked on the below map
- Please note that our office opens daily at 8AM. If your appointment is at or before 8AM, please be aware that the office may not open until your appointment is scheduled to begin.



List of approved I-9 documents:

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

We look forward to seeing you!

For questions, concerns, or if we can be of further assistance, please contact us at 360-385-2200, extension 2087.