

Welcome to Jefferson Healthcare! We're excited you've chosen us for your next career step. This guide is designed to help you prepare for your New Hire Human Resources (HR) appointment.

### What to Expect

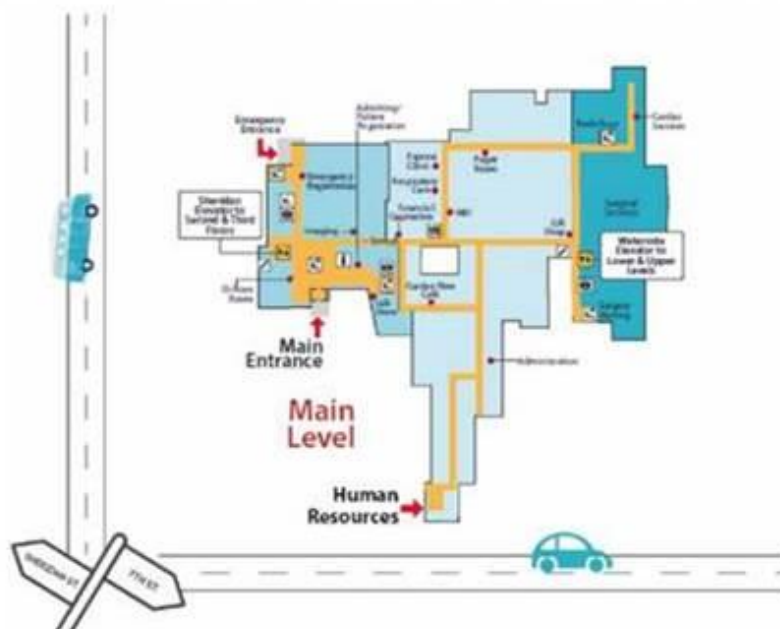
- Provide identification documents for the I9
- Review pre-hire paperwork & other required items
- Have your picture taken for a Jefferson Healthcare badge

### What to Bring

- Official identification to complete your I-9
  - o A full list of acceptable documents is available [HERE](#)
- Unless already provided to HR, **all** required documentation related to your position, as listed in your job description, including:
  - o licenses, credentials & certifications,
  - o BLS, ACLS, etc.
  - o Signed offer letter and job description, unless already received in HR

### Where to Go

- 834 Sheridan Street Port Townsend, WA 98368
- Please report to the main entrance for a brief screening
- Please then report to Human Resources via the public entrance marked on the map below
- Please note the door may be locked - just knock!



The Recruiting team can be reached at [recruitment@jeffersonhealthcare.org](mailto:recruitment@jeffersonhealthcare.org)  
Please let us know if you have any questions and we look forward to meeting you!