

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 I-9
- 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

Human Resources, located at 915 Sheridan St. Port Townsend, WA 98368, upper level office

Marked on the map below

Please check in with the HR Coordinator when you arrive



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