



## Pre-employment Paperwork

### Step 2 – Ready to Work

In order to ensure our ongoing compliance with industry standards, Medical Staffing Solutions requires the following documentation on file prior to working for MSS. We appreciate your timely submission of these documents.

#### Document

- Skill Specific Competency Test  
(This is an on-line assessment & may be assigned by your recruiter)
- Acknowledgment of Employee Handbook – 1 page
  - View Employee Handbook on-line at: **www.mssmedicalstaffing.com**. Click employee log-in
  - (Please ask your recruiter for user name & password)

#### OSHA Training

- HIPPA Privacy Training – 2 pages
- Safety & Infection Control In-Service – 5 pages
- Safety & Infection Control Post Test – 1 page

#### New Hire Paperwork

- Job Description – 1 page
- Form I-9 – 2 pages
- Form W-4 – 2 pages
- State Tax Form – 2 pages
- Direct Deposit – 1 page
- Social Security card – Clear copy
- Drivers License – Clear copy
- Attendance Agreement – 1 page
- Work Commitment – 1 page

#### JCAHO Course Training (CURRENTLY N/A)

- Preventing Nursing Backaches
- Pain Management
- Patient Transfers
- Workplace Violence
- Age Specific Care
- Elder Abuse & Neglect
- Restraints