CaroMont Health Pre-Employment Checklist

Employment with CaroMont Health is contingent upon successfully completing pre-employment screening requirements, including a criminal background check, pre-employment health screen (including immunizations and TB screening / skin test) and drug screen.

Complete required paperwork:

☐ Log into your user profile to complete your new hire paperwork. Please complete and submit all forms within 48 hours.
☐ Print and bring the following forms to your pre-employment visit:
  ☐ Employee Health Questionnaire
  ☐ Respirator Questionnaire (if applicable)

If you do not have access to a printer, please contact your CaroMont Health recruiter.

In addition to the forms above, bring the following to your pre-employment screening visit. You may eat and drink normally prior to your visit. You do not need to fast, just do not drink excessive water or other liquids.

☐ Eyeglasses or contacts you will be required to do an eye test
☐ Valid Driver’s License, Passport or other government-issued Picture ID
☐ Proper identification required for Employment Verification form (I-9). See I-9 Form for approved IDs
☐ BLS, ACLS, PALS, etc. through the American Heart Association (if position requires)
☐ High School/GED or college diploma (if your position requires)
☐ Immunization records or evidence of immunity and TB Screening Records

If you do not have your immunization records, check with your local health department, primary care provider, school or college, or previous employer.

For questions about immunization requirements or TB screening, please call Employee Health at 704.834.2179 before your appointment.
IMMUNIZATION REQUIREMENTS

Provide documentation of the following immunizations and dates:

☐ Two (2) Measles (Rubeola) vaccines given after 1967
  — MMR includes Measles, Mumps, & Rubella
☐ Two (2) Rubella (German Measles) vaccines
☐ Two (2) Mumps vaccines — must be live vaccine if 1967-1978
  If born before 1957, one (1) mumps vaccine is acceptable
☐ Two (2) Varicella vaccines (“Varivax”) for Chicken Pox
☐ Three (3) Hepatitis B vaccines plus titer results (if available)

Tuberculin (TB) Skin Test (TST or PPD):

☐ Copy of your most recent TB skin test (if within past 12 months).
  ■ If you have not had a TB test in the past 12 months, you will be required to do two
    TB skin tests. In order to be cleared to begin work, you will be required to return to
    Employee Health to have your TB skin test read 48-72 hours after your test.
  ■ If your pre-employment screening is on Monday, return on Thursday.
  ■ If your pre-employment screening is Tuesday or Wednesday, return on Friday.
☐ If you had a “Positive” TB Skin Test (PPD), bring documentation of the result and
  follow-up treatment.