



1110 Douglas Avenue, Suite 1018, Altamonte Springs, FL 32714
Phone: 407-865-7999 800-894-3107 Fax: 407-865-5738
An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

Today's Date: _____ Date Available for Work: _____

Name: _____ Others Names Used: _____

Current Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Current Phone Number: (____) _____ Permanent Phone Number: (____) _____

Other Contact Numbers (Cellular, Pager, Other) Type: _____; (____) _____

Permanent Address: _____ Social Security Number: _____

City: _____ State: _____ Zip: _____

Date of Birth (optional, but required upon employment): _____

Can you provide proof of eligibility to work in the United States? [] Yes [] No

Emergency Contact (not living with you): _____ Phone: (____) _____

Have you ever been convicted of a felony? [] Yes [] No If YES, explain: _____

Are you currently employed? [] Yes [] No If YES, may we contact your employer? [] Yes [] No

EDUCATION

College: _____ Address: _____

From: ____ To: ____ Degree: _____ Major: _____ Certificate: _____

Professional Training/Education: _____ Address: _____

From: ____ To: ____ Diploma: _____ Certificate: _____

Other Training: _____ Address: _____

From: ____ To: ____ Course/Certificate: _____

PROFESSIONAL

Clinical Area Preference (1 year recent experience required): _____

Referred by: _____ Shift Preference: [] AM [] PM [] Either

Specialty areas in which you have performed proficiently in the last two years:

1) Specialty: _____ Years of Experience: _____

2) Specialty: _____ Years of Experience: _____

3) Specialty: _____ Years of Experience: _____

License/Certification 1 – State: _____ Number: _____ Expiration Date: _____

License/Certification 2 – State: _____ Number: _____ Expiration Date: _____

License/Certification 3 – State: _____ Number: _____ Expiration Date: _____

CPR/BCLS Certified? [] Yes [] No, Exp. Date: ____ ACLS Certified? [] Yes [] No, Exp. Date: _____

Other Certifications: _____ Pending Certifications: _____

Has your license or certification ever been under investigation? [] Yes [] No If YES, please explain: _____

Is your current TB Test available? [] Yes [] No Is your current Chest X-Ray available? [] Yes [] No

EMPLOYMENT EXPERIENCE

Start with your current or last job.

1) From (MM/YY): _____ To (MM/YY): _____

Hospital: _____ City: _____

Specialty/Unit: _____ Number of beds: ___ Charge experience? [] Yes [] No

Immediate Supervisor: _____ Was this a travel assignment? [] Yes [] No

Reason for leaving: _____

2) From (MM/YY): _____ To (MM/YY): _____

Hospital: _____ City: _____

Specialty/Unit: _____ Number of beds: ___ Charge experience? [] Yes [] No

Immediate Supervisor: _____ Was this a travel assignment? [] Yes [] No

Reason for leaving: _____

3) From (MM/YY): _____ To (MM/YY): _____

Hospital: _____ City: _____

Specialty/Unit: _____ Number of beds: ___ Charge experience? [] Yes [] No

Immediate Supervisor: _____ Was this a travel assignment? [] Yes [] No

Reason for leaving: _____

AGREEMENT

If one of our clients offers you a permanent position, your answer should be that Elite Medical Staffing, Inc./Elite Travel Nurse employs you. You are free to work for the employer of your choice, however, Elite Medical Staffing, Inc./Elite Travel Nurse is not a permanent placement agency and our client has an obligation to compensate us for the expense incurred in the recruiting, screening and placing you. Should you choose to work for our client, notify us and arrangements can be made for you to work for them, through us, as our employee, on our payroll, for a 90-day period, at which time we would release you from the agreement which you have signed.

I hereby agree, in consideration of receiving employment with Elite Medical Staffing, Inc./Elite Travel Nurse: (1) To not seek or accept employment from any client of Elite Medical Staffing, Inc./Elite Travel Nurse to whom I have been assigned, for at least 90 days after the last date of that assignment; (2) That it is my responsibility to provide Elite Medical Staffing, Inc./Elite Travel Nurse with my available days and hours, on a weekly basis, in order to be scheduled for work; (3) That Elite Medical Staffing, Inc./Elite Travel Nurse is a drug-free workplace and acknowledge that assignments at certain facilities may require submission to drug testing in accordance with federal, state and local laws; (4) That placement on assignments at certain facilities may require a criminal background investigation. I hereby authorize Elite Medical Staffing, Inc./Elite Travel Nurse to conduct such an investigation.

I certify that the information provided in this application is complete and true to the best of my knowledge. I realize that misrepresentation of facts may be cause for rejection of this application or termination of employment. I authorize Elite Medical Staffing, Inc./Elite Travel Nurse to contact all of my previous employers and the professional references listed herein and request any, and/or all of my former employers to furnish a complete history of my service with them, together with information concerning my personal character, habit, ability, disposition, etc., and particularly a statement of the cause of separation. I hereby release the above parties from any and all liability for damages of whatever nature on account of furnishing, receiving or acting upon requested information.

I also grant permission to Elite Medical Staffing, Inc./Elite Travel Nurse to provide the information contained herein to their clients or potential clients for the purpose of seeking assignments for me. I understand that, if I have not worked for Elite Medical Staffing, Inc./Elite Travel Nurse for over one year that I may be asked for additional references and employment information. I understand that completion of this application and the Elite Medical Staffing, Inc./Elite Travel Nurse entire application process does not guarantee my employment. I also understand that Elite Medical Staffing, Inc./Elite Travel Nurse is a temporary staffing service and does not guarantee the availability of work assignments. Elite Medical Staffing, Inc./Elite Travel Nurse is an equal opportunity employer and does not discriminate in respect to hiring, firing, compensation, and all other terms and conditions of privileges of employment on the basis of race, color, national origin, ancestry, sex, age, pregnancy or related medical conditions, marital status, religious creed, physical handicap not related to the ability to do the job, or a medical condition related to cancer or age.

I understand that my employment is an employment at will and may be terminated at any time without prior notice.

Signature: _____ Date: _____

Elite Medical Staffing, Inc./Elite Travel Nurse: _____ Date: _____

For Office Use Only: License Verified: [] Yes By: _____ Date: _____



CONDITIONS OF EMPLOYMENT

POLICY AND PROCEDURE

Employees of **Elite Medical Staffing, Inc./Elite Travel Nurse** are expected to conduct themselves in a professional manner at all times. "Professionalism refers to dependability and reliability in arriving for assignments on time and in appropriate attire. It also refers to providing quality services consistent with the job description for the position for which you are assigned, and in accordance with the policies and protocol of client facilities as well as those of **Elite Medical Staffing, Inc./Elite Travel Nurse**. **Elite Medical Staffing, Inc./Elite Travel Nurse** employees recognize that the role of temporary employees is to provide competent, skilled support to the client. Every effort must be made to meet the needs of the client.

Unacceptable conduct will result in disciplinary action including and up to termination of employment. Unacceptable conduct includes, but is not limited to the following:

1. "NO SHOW" for a previously accepted assignment.
2. Performance on assignment, which results in client complaints.
3. Chronic tardiness.
4. Inordinate number of cancellations or late cancels.
5. Noncompliance with **Elite Medical Staffing, Inc./Elite Travel Nurse** Substance Abuse Policy.
6. Theft.
7. Insubordination. (Refusal or failure to follow instructions/direction by supervisory or management personnel.
8. Sleeping while on assignment.
9. Failure to provide required documentation for complete personnel file.
10. Falsification of records
11. Failure to follow Occupational Health & Safety Standards including Universal Precautions.
12. Unprofessional behavior

DISCIPLINARY ACTION

Disciplinary action will be determined on a case-by-case basis. **Elite Medical Staffing, Inc./Elite Travel Nurse**, or appropriate governing authorities will investigate all factors regarding a complaint, allegation or incident prior to final disciplinary action. Disciplinary action may include: Verbal Warning, Written Warning, Probation, and Suspension for a particular assignment, Suspension from all assignments, and Termination of employment. It is **Elite Medical Staffing, Inc./Elite Travel Nurse** policy to follow client protocol when addressing specific performance issues whenever possible.

AVAILABILITY OF WORK

Elite Medical Staffing, Inc./Elite Travel Nurse does not guarantee the availability of work. It is understood that work is assigned on an "as-needed" basis as determined by our clientele. The flexibility and availability of the employee greatly enhances the likelihood that s/he will be offered an assignment. **Elite Medical Staffing, Inc./Elite Travel Nurse** is an equal opportunity employer and will not discriminate against any individual on the basis of gender, race religion, ethnic background, sexual orientation, disability, marital status, political affiliation, or veteran status.

ACKNOWLEDGEMENT

I have read and full understand the policies stated above. I have also reviewed and understand the content of the applications information provided me. Provided that an offer of employment is given to me, I will accept employment on these conditions.

Signature: _____ Date: _____

Elite Medical Staffing, Inc./Elite Travel Nurse: _____ Date: _____



– OFFICIAL POLICY –

SUBSTANCE ABUSE POLICY

Substance abuse in our society poses a threat of danger to us all. **Elite Medical Staffing, Inc./Elite Travel Nurse** accepts its responsibility to all of its employees to provide a safe work environment. **Elite Medical Staffing, Inc./Elite Travel Nurse** also recognizes its responsibility to its clients and to the general public to ensure that their safety and trust in our organization is protected. In accordance with this, and in compliance with the federal Drug Free Work Place Act of 1988, **Elite Medical Staffing, Inc./Elite Travel Nurse** is committed to maintaining a Drug Free Work Place.

To ensure that the company meets its legal and ethical requirements, the following Substance Abuse policy has been implemented and is effective immediately. Read the contents of this policy carefully as you will be held responsible for understanding and complying with it. This policy explains your right and responsibilities as they relate to **Elite Medical Staffing, Inc./Elite Travel Nurse** Drug Free Workplace and Drug and Alcohol Testing programs. Compliance with this policy is required as a condition of employment.

I. COVERED EMPLOYEES

This policy applies to employees and prospective employees' of **Elite Medical Staffing, Inc./Elite Travel Nurse** who provides or will provide temporary services to the organization's clientele. These employees include, but are not limited to: Registered Nurses, Licensed Practical, or Vocational Nurses, Certified Nurse's Assistants, Home Health Aides, as well as ancillary service personnel.

II. POLICY

Elite Medical Staffing, Inc./Elite Travel Nurse prohibits the use, possession, transfer, diversion, or sale of alcohol and/or illegal drugs or prescription drugs obtained illegally while working, or on any premises owned or operated by the company and its clients. It also prohibits reporting for work on behalf of **Elite Medical Staffing, Inc./Elite Travel Nurse** under the influence of alcohol and/or illegal drugs.

Violation of this policy may result in disciplinary action, up to and including termination. "Illegal drugs" means illicit drugs and controlled substances, and includes prescription medications which contain a controlled substance are used for a purpose for which they were not prescribed or intended.

III. CONSEQUENCES OF NON-COMPLIANCE

Employees who are found to be in violation of this policy will be subject to disciplinary actions including possible termination. Disciplinary action may also include, but will not be limited to formal reprimand, suspension without pay, or other actions as required by state and local regulatory authorities.

IV. DRUG/ALCOHOL TESTING

A. PRE-EMPLOYMENT DRUG TESTING

Many of our clients require pre-employment drug testing to all temporary employees placed on assignment at their facilities. There, when stipulated by service contract or agreement, and /or in accordance with state law, **Elite Medical Staffing, Inc./Elite Travel Nurse** will require its employees to comply with the client's policies and procedures in order to be eligible for work assignment with that particular client.

Elite Medical Staffing, Inc./Elite Travel Nurse also requires pre-employment drug testing of all Travel Division employees. Furthermore, the company reserves the right to expand its pre-employment drug testing program at any time and without notice.

REASONABLE SUSPICION TESTING

An employee may be requested or required to undergo a drug and/or alcohol test if there is a reasonable suspicion that the employee: (1) is under the influence of alcohol and/or illegal drugs, (2) has violated the policy statement above, or **Elite Medical Staffing, Inc./Elite Travel Nurse** Drug-Free Work Place policy, (3) has caused himself/herself or another person to sustain a personal injury, or (4) has caused a work related accident.

SUBSTANCE ABUSE POLICY CON'T

B. NOTIFICATION

Before requesting or requiring an employee to undergo drug and/or alcohol testing, the company will provide the employee with a copy of the Drug and Alcohol Testing Policy and an opportunity to read and sign the policy.

C. RIGHT TO REFUSE TO UNDERGO DRUG AND ALCOHOL TESTING AND THE EFFECT THEREOF

Any employee has the right to refuse to undergo drug and/or alcohol testing. An employee who refuses to be tested or whose behavior prevents meaningful completion of drug and/or alcohol testing will be subject to termination or other disciplinary action in conformity with company policy.

D. RIGHTS IN CASE OF A POSITIVE TEST

Confirmatory Test – If the initial result on a drug test is positive, the sample tested will be subject to a second, confirmatory test. No employee will be terminated, disciplined, discriminated against solely on the basis of an initial positive test result.

Medical Review (MRO) – If the confirmatory test is also positive, the applicant or employee will be notified of the test results by a MRO and will be allowed to submit information to explain the positive test result. The MRO will either confirm the positive result or determine that the test result is negative.

Second Confirmatory Test – If the employee is not satisfied with the positive test result he or she may, at his or her own expense, request a second confirmatory retest of the original sample, conducted either by the original testing laboratory or by another licensed laboratory.

E. CONSEQUENCES OF A POSITIVE TEST RESULT

If an applicant has a positive confirmatory test, any conditional job offer will be withdrawn immediately and the applicant will be ineligible for employment with Elite Medical Staffing, Inc./Elite Travel Nurse, until they successfully complete a rehabilitation or counseling program.

If an employee has a positive confirmatory test, he or she will be required to participate in a drug and/or alcohol counseling rehabilitation program as a condition of continued employment. The employee may be suspended during the period of rehabilitation but, will not be discharge unless he or she: (1) refuse rehabilitation; (2) does not successfully complete the rehabilitation program; or (3) tests positive for drugs or alcohol following completion of the program. An employee who completes a drug or alcohol counseling or rehabilitation program may be required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for any period following treatment allowable by law. The employee will be responsible for all costs associated with the counseling or rehabilitation program.

F. ADDITIONAL RIGHTS OF APPLICANTS AND EMPLOYEES

An applicant or employee who is requested or required to undergo drug testing will be provided with a copy of the test results upon request.

G. CONFIDENTIALITY

The fact that an employee has been requested or required to take a drug and/or alcohol test, the result of the test, and information acquired in the alcohol and/or illegal drug testing process shall be treated in a manner consistent with the company's treatment of other private and confidential information concerning employees. Voluntary disclosure by an employee of the excessive use of alcohol and/or illegal drugs before being confronted, tested, or otherwise involved in drug and/or alcohol-related discipline or proceedings will also be treated in a manner consistent with the company's treatment of other private and confidential information concerning employees.

V. ACKNOWLEDGEMENT

I have read and understand the policies of **Elite Medical Staffing, Inc./Elite Travel Nurse**, herein and acknowledge that specific clients of **Elite Medical Staffing, Inc./Elite Travel Nurse**, may require pre-employment drug testing and that I will be expected to comply with these requirements in order to be eligible for assignment with such facilities. Furthermore, I understand that I may be subject to other types of drug and/or alcohol testing outlined in the policy.

Employee Signature: _____ Date: _____



- OFFICIAL POLICY -

CRIMINAL BACKGROUNDS INVESTIGATIONS POLICY

The consequences of criminal behavior have had a profound negative impact on our society, especially on its most vulnerable members. As a provider of health care services, **Elite Medical Staffing, Inc./Elite Travel Nurse**, recognizes the need to take steps to protect the well-being of our clients and the general public. Accordingly, **Elite Medical Staffing, Inc./Elite Travel Nurse**, will comply with all federal, state, and local laws pertaining to employee criminal background investigations and will work proactively with its clients to secure patient safety.

To ensure the company meets its legal and moral obligations, the following Criminal Background investigations program and policy have been implemented and are effective immediately. Read the contents of this policy carefully as you will be held responsible for understanding and complying with it. Compliance with this policy is required as a condition of employment.

I. OBJECTIVES

- A. To meet federal, state, and local laws regarding employee criminal background investigation and to meet client policies and standards.
- B. To ensure the highest levels of patient care and safety.
- C. To reduce the incidence of criminal activity in the work place.
- D. To ensure that all employees understand their right and responsibilities as they relate to the compliance with, and enforcement of this policy.

II. COVERED EMPLOYEES

The Criminal Background Investigation policy applies to all employees of **Elite Medical Staffing, Inc./Elite Travel Nurse**, who provide temporary services to the organization's clientele. Background investigations will most typically be required of employees who have direct patient contact, provide services at a private residence, or have access to controlled substances and medication.

III. SCOPE OF INQUIRES

Elite Medical Staffing, Inc./Elite Travel Nurse, Equal Employment Opportunity policy will be followed with respect to the acquisition and use of all criminal history information. The type and scope of the criminal background investigation will vary according to the law and client requirements. Possible inquires may include, but are not limited to conviction, probation, and deferred adjudication records. Generally, arrest records will not be reviewed, or used as the basis of employment decisions, unless required or allowed by law.

IV. NOTIFICATION

Elite Medical Staffing, Inc./Elite Travel Nurse, does not currently require submission to a criminal background investigation as a condition of employment, but reserves the right to implement such a policy at any time. Some states, local municipalities, and clients that are serviced by our organization do require a criminal background investigation as a condition of employment. Therefore, when required by law or service contract or agreement, **Elite Medical Staffing, Inc./Elite Travel Nurse**, will require its employees to submit to an appropriate criminal background investigation.

Elite Medical Staffing, Inc./Elite Travel Nurse, will inform each employee of the need to complete a criminal background investigation. The employee will be requested to furnish the necessary information to conduct the background investigation and will be required to sign any consent forms that would allow the appropriate agencies, or service bureaus, to obtain and release their criminal history information. For current employees, a periodic update of criminal history records will be conducted when required by law.

V. CONFIDENTIALITY

All records obtained in the criminal background investigation will be treated as confidential information and may be shared with clients prior to staffing the employee at their facilities. When required by law, the employee may be provided with a copy of his or her investigation report.

CRIMINAL BACKGROUNDS INVESTIGATIONS POLICY CON'T

VI. COST

Elite Medical Staffing, Inc./Elite Travel Nurse, will generally bear the cost of the criminal background investigation if it is required for employment. Some laws provide the employee with an appeal procedure should the results of their background investigation disqualify them from employment. Employees who utilize these appeal processes may be required to pay the associated fees.

VII. INELIGIBILITY FOR EMPLOYMENT

In accordance with applicable law, and the individual employment policies of our clientele, employees with a history of certain criminal offenses may be ineligible for employment with **Elite Medical Staffing, Inc./Elite Travel Nurse**. Where appropriate, the following factors will be given consideration:

- The nature and severity of the criminal act(s)
- The frequency of criminal acts
- The job-relatedness of the violations
- The nature of the job
- The time lapsed since the last conviction
- Evidence of rehabilitation
- The individual's job qualifications
- Other relevant factors

Employees will be given the opportunity to explain any inaccuracies in their criminal background history if it contains information that would make them ineligible for employment. Any employee, who believes that they have been denied employment unfairly, may utilize the company's Grievance Procedure.

VIII. CONSEQUENCES OF NON-COMPLIANCE

Employees who falsify their criminal history information or fail to comply with any part of this policy will be subject to disciplinary action including possible termination.

IX. ACKNOWLEDGEMENT AND CONSENT

I have read and understand the policies of **Elite Medical Staffing, Inc./Elite Travel Nurse**, as explained herein. I also acknowledge that specific laws and clients of **Elite Medical Staffing, Inc./Elite Travel Nurse**, may require pre-placement and periodic criminal background investigations and that I will be expected to comply with these requirements in order to be eligible for assignment with such facilities,

I give my consent for **Elite Medical Staffing, Inc./Elite Travel Nurse**, to conduct a criminal background investigation, on my behalf, and to share the results of the investigation with client facilities where I may be assigned. I authorize the appropriate individuals, companies, institutions, or agencies, to release information regarding my criminal history to **Elite Medical Staffing, Inc./Elite Travel Nurse**.

Employee Signature: _____ Date: _____



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PHYSICIANS STATEMENT

RE: _____

Address: _____

STATEMENT OF GOOD HEALTH

By signing below, you state that you have examined the above named individual and found her/him to be free from health conditions which would be of potential risk to patients, or which might interfere with the performance of the person's duties as a healthcare worker, including, but not limited to the habituation or addiction to substances which may alter the individual's behavior.

Physician's Initials: _____ Date: _____

Date of Physical Exam: _____

Date and results of PPD/MANTOUX/TB (yearly requirement): _____

If PPD is/has been positive, a Chest X-Ray required. Any symptoms? _____

Date of positive PPD: _____ Date and results of Chest X-Ray: _____

Date of measles, mumps, and rubella (MMR) vaccination: _____

Date and results of Rubella titer: _____

Date and results of Rubeola titer: _____

OR Date of Rubeola episode: _____

Date of Chicken pox episode: _____

Date of Hepatitis B titer: _____

Date of Hep B and C vaccine: _____

Document history of Chicken pox or Varicella titer: _____

Other: _____

Physician's Signature: _____ Date: _____

Physician's Name (please print): _____

Address: _____

City: _____ State: _____ Zip: _____

Employee's Signature: _____ Date: _____



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RN JOB DESCRIPTION

A. Educational / Qualification Requirements:

1. Must have graduated from an accredited school of nursing.
2. Possess a current state license in good standing.
3. Have a minimum of one (1) year hospital experience in the last two (2) years.
4. TB skin test every one (1) year or chest x-ray as proof of freedom from TB every two (2) years.
5. Initial physical exam or statement of good health from physician.
6. Satisfactory references.
7. Satisfactory completion of Agency-RN Qualifying Exam.
8. Current ACLS / CPR certification.

B. General Summary:

The Registered Nurse coordinates the care of patient care services from admission to discharge with consideration of the aging process, human development stages and cultural patterns. The RN collaborates with members of the healthcare team in designing, coordinating and carrying out the plan of care and documents accordingly in regards to policy and procedure.

C. Duties / Responsibilities:

Although the RN remains an employee of **Elite Medical Staffing, Inc./Elite Travel Nurse**, when staffing at hospitals, the RN will function according to the facility job description. All RN's are accountable to the Administrator or Clinical Services Manager/Supervisor.

Elite Medical Staffing, Inc./Elite Travel Nurse professionals are expected to display knowledge and skills necessary to provide care from admission to discharge and to continually improve the quality of care we provide.

The above statements are intended to describe the general nature and level of work to be performed by persons assigned to this classification. They are not to be construed as a comprehensive list of all job duties performed by the professional.

RN Signature: _____ Date: _____