



IMPERIAL CAREGIVER, 1200 Morris Turnpike Ste 3005, Short Hills, NJ 07078

Newly Hired CHHA'S FOLDER CHECKLIST

Applicant's Full Name: _____

- ☐ Clinical competency Test 75% Pass Grade – CHHA test results (SEE APPLICATION PACKET)
- ☐ Copy of validated and current certificate/license.
- ☐ Copy of on-line verification of license from NJ Division of Consumer Affairs
- ☐ Social Security Card Copy
- ☐ Immigration Documentation – if Citizen, US Passport or US Birth Certificate and ID.
- ☐ Full physical form including PPD and MMR Clearance.
- ☐ Copy of face front photograph
- ☐ FULL APPLICATION FOR EMPLOYMENT – IMPERIAL NEW EMPLOYEE PACKET
- ☐ 2 References - Employer, Educational, and Professional only (SEE APPLICATION PACKET)
- ☐ Interview form - Face to Face (SEE APPLICATION PACKET)
- ☐ Health Attestation Form (2 STEP PPD OR CHEST XRAY, MMR, & Hepatitis B)
- ☐ Orientation to agency Part 1 - Videos – Watch Videos (SEE APPLICATION PACKET)
- ☐ Orientation to agency Part 2 –
 - Mandatory Newly Hire Employee In-Service Orientation form
 - CHHA Clinical Competency Skills Form
- ☐ Criminal Record Report
- ☐ Drug Test (random for new and current employees)
- ☐ Job Description (SEE APPLICATION PACKET)
- ☐ Clinical supervision documentation for Client and Personnel
- ☐ Date of First Case for CHHA. DATE: _____
- ☐ EMPLOYEE JOB ID