



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