

**RMT2 HEALTHCARE SERVICES LLC**

**Human Resources Pre-Employment Checklist**

**Prior to start:**

* Physical and Drug Test completed through
* TB Test Results (dated within 1 year)
* 3 Year Driving History Report through PennDOT
* Official Education Transcripts (Associate’s degree or higher)
* \*PA State Police Clearance
* \*FBI Background Check ONLY if you’ve lived out of PA in the past 2 years (must be processed through the Department of Aging or must be processed through the Department of Human Services).
* \*Child Abuse History Clearance

\* Clearances that have been previously completed are acceptable if dated between 2-1-25 and the present and were not for "volunteer" purposes.

**Bring with you on your first day**:

* PA Driver's License
* Additional Form of Identification (See list of 1-9 Acceptable Documents)
* Vehicle Insurance
* Vehicle Registration
* Vehicle Inspection
* Voided Check / Direct Deposit Information
* Any helpful or relevant training records
* Training up to 24hours required\*

(For example: Mandated Reporter, CPR, First Aid, Med. Administration, etc.)

**See “Required Pre-Employment Documents” for additional instructions**

Please call (717) 350-5108 or email [info@rmt2hs.com](mailto:info@rmt2hs.com) with any questions. Thank you! We look forward to meeting you soon!