

# **PRE-EMPLOYMENT PROCESS / DRUG FREE WORKPLACE**

Once a conditional offer of employment has been made to an applicant, there is a pre-employment process that must take place. This process is in two parts.

## **Part One**

- \* Pre-employment physical
- \* On-Site drug test
- \* TB Tine test

**NOTE:** The Pre-employment physical and the on-site drug test is completed the same day. The TB Tine test, however, must be read 48 hours after the test is given.

*This phase of pre-employment scheduling can take anywhere from 25-45 minutes because of the paperwork involved, which is followed by the wait time for the actual pre-employment testing (physical, TB Tine, etc.).*

## **Part Two**

The Following items are needed or required for satisfactory processing of new applicants during the pre-employment scheduling phase:

- Drivers License
- Social Security Card (& resident alien card if applicable)
- Complete names, addresses & telephone numbers of three (3) references
- License or certification of specialized field (i.e. RN & LPN nursing, C.N.A., etc)
- Picture identification card
- Criminal background history checks

*This phase can take 25-45 minutes because of the necessary paperwork required for the employee record book.*

Pre-employment scheduling takes about two (2) hours to complete. Employment is "at will" and no promise of a job is guaranteed. The scheduling process and subsequent offer of a position are based upon the successful completion and results of a urinalysis rapid drug screen test, TB Tine negative result, pre-employment physical and a clear criminal history background check.

Upon successful completion of pre-employment scheduling, arrangements for an actual start date will be discussed with you. Your first day of work shall begin with "Orientation Day" conducted at the Parrish Family Healthcare Center, 12271 U.S. Highway 301 N, Parrish, FL 34219. Orientation begins promptly at 8:00 a.m., lasts approximately four (4) hours and upon completion you will be directed to report to an assigned center for duty.

We at Manatee County Rural Health Services, Inc. are committed to maintaining a highly skilled workforce. We hope that your experience with us is a pleasant one and look forward to assisting you as you become a member of our TEAM. If you need additional information, contact the Human Resource Department at:

**PHONE: 941-776-4015**

**FAX: 941-776-4013**