



Faith & Family Medical Staffing

Staff Onboarding Checklist – CNA

Personal & Contact Information

- Full legal name
- Date of birth
- Address
- Phone number
- Email
- Emergency contact

Identification & Work Authorization

- Government-issued photo ID
- Social Security card / I-9 documents
- Completed Form I-9

Licensure / Certification

- Active Maryland CNA credential
- License/certification verified

Health & Medical Clearances

- TB test (current)
- Physical / fit-for-duty
- Immunization records

Background & Screening

- Criminal background check
- Drug screening
- Registry check (if applicable)

Training & Agreements

- HIPAA training
- Infection control training
- Signed Non-Compete Agreement
- Signed Confidentiality Agreement

Payroll & Scheduling

- W-4 completed
- Direct deposit form
- Availability form completed