

Correctional Health Services

Candidate Submittal Coversheet & Checklist

Agency & Recruiter	
Candidate Name	
Job Title	
Availability	
Medical License #	
Submittal Date	

All documents must be included with candidate submittal.

Please Note: Failure to do so will result in a rejected packet

Attachments to Follow:

- ☐ Resume
- ☐ Copy of License Verification
- ☐ Copy of current CPR Card
- ☐ Skills Assessment

Please verify your agency has discussed the following with potential candidates and they understand/agree to the following:

- ☐ The nature of the environment (Correctional facility)
- ☐ Working at both RCCC and MJ are required
- ☐ Location/parking of each facility
- ☐ Weekend availability requirement
- ☐ Scheduled days/shifts & location is based on the facility needs