

**CHECK LIST / COMPLETE FILE FOR EVALUATION**

No.	Check List	Local Rec.	Trips Rec.	Mail C.V.s	Agency C.V.s	Promotions
1.	Completed application for employment					Not Applicable(NA)
2.	Signed recommendation letter from the District Director.		To be completed after .			
3.	Completed interview form			NA		Not Applicable
4.	Copy of school leaving certificate or equivalent(general education before nursing)					
5.	Copy of Nursing Education qualification					
6.	Copy of post graduate certificate qualification / (if present)					
7.	Copy of passport					Not Applicable
8.	12 passport color photographs					Not Applicable
9.	Copies of testimonials of work experience with exact dates of commencement and termination of employment and post held					
10.	Two current references(one being the candidates' last employer, DON or direct supervisor)					Only the present DON
11.	Proof that applicant is registered with the Department of Nursing (except for Assistant B or Helpers).		NA			
12.	Curriculum vita ( C.V.)					Not applicable
13.	Filled Vacancy Form					
14.	Promotion Report	NA	NA	NA	NA	

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Director of Nursing: \_\_\_\_\_