

**Residency New Hire Checklist:**

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete, sign, date and return all forms unless otherwise stated by Friday, April 12, 2019. Failure to do so may result in a delay of your first paycheck.**

[ ] A. Residency Agreement **(Sign and date, indicating your acceptance)**

[ ] B. Exhibits A-C **(Retain for your records)**

[ ] C. Acknowledgment Receipts for Exhibits A-C

[ ] D. Illinois Licensure Information **(Please read the instructions carefully)**

[ ] E. Receipt of Illinois Pharmacy Technician License (Not needed if you are licensed IL Pharmacist)

[ ] F. Authorization and Consent form

[ ] G. Disclosure form **(Retain for your records)**

[ ] H. University Health Service Registration form

[ ] I. Job Description

[ ] J. DCFS form

[ ] K. Confidentiality Agreement

[ ] L. Contact Information

M. Criminal Background Check **(you will receive an email from E-Link (GIS) to complete this form)**

**IMPORTANT**: If you are an incoming PGY2 resident, you **must** provide a copy of your PGY1 certificate of completion as soon as it becomes available.

**NOTE**: If you are a Foreign National, you will need to make an appointment with Dominique Casey at (312) 355-0776. You will need to present your current visa papers along with proper ID.

**IMPORTANT**: If you are prompted to complete an electronic version of any of the new hire forms, please do so, otherwise your hiring process cannot be completed!

If you have any other questions regarding completion of the forms, please contact Madie Nixon at (312) 996-6300 or Ms. Casey at 312-355-0776.

Thank you.