



Before we complete your hiring process, we must receive a copy of the documents identified below:

- _____ **Two forms of US Citizenship identification**
- _____ **Professional State Licensure (ex: LPNs, RNs, PTS, etc)**
- _____ **CPR card and any other related certifications**
- _____ **TB skin test (within the last 6 months) or chest x-ray (within the year)**
- _____ **Health/Physical Statement (Doctor or Nurse Practitioner must provide)**

These documents can be faxed, mailed, or walked into the branch office. Once ATC receives your documents, please call the office at 205-870-7423 to address the next steps in your hiring process, and/or to set an in-office appointment.

Please contact Kayla Briggs should you have any questions regarding the application process.

**Kayla L. Briggs
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Phone: 205-870-7423
Fax: 205-879-1332**