



# Pre-Employment Requirements

All applicants who are offered a conditional employment opportunity are required to satisfy a criminal background check and a child and dependent abuse background check. These results must be received and reviewed by Audubon County Memorial Hospital & Clinics before new employees are allowed to begin their employment. The conditional employment opportunity is also contingent on satisfactory reference checks, verifications of prior employment, and verification of minim educational/licensure requirements.

All applicants who are offered a conditional employment opportunity are required to submit a urine sample to be tested for illegal drugs. Applicants who fail to provide a sample for the drug screen, or who test positive for illegal drugs, are not eligible for employment with Audubon County Memorial Hospital & Clinics for one year from the date of the offer. Applicants are also required to receive a pre-employment physical from one of our providers verifying that they can perform the essential functions of the job.

Background checks, blood tests, and pre-employment physicals must also be conducted within thirty (30) days of employment, and may need to be completed again if the start date is not within 30-days of the initial background check

Prior to employment, all new Audubon County Memorial Hospital & Clinics employees must provide proof of immunization, or be immunized, for the following:

- Hepatitis B vaccination History
- Copy of MMR immunizations
- Copy of Chickenpox immunization
- Copy of flu shot vaccination
- Copy of T-Dap immunization

Records may be obtained through the doctor's office, school/college health, or past employers.

All new employees must also provide the following items prior to employment:

- A document that establishes identity
- A document that established employment eligibility
- Copy of professional licensure/registration/certification/diploma (if applicable)
- Driver's license and proof of auto insurance (if job requires use of Audubon County Memorial Hospital & Clinics' or personal vehicle)

**If you have any questions about these pre-employment requirements, please contact Kolton Hewlett, Director of Human Resources, at 712-563-5293 or [hewlettk@acmhosp.org](mailto:hewlettk@acmhosp.org).**