

List of Records Needed in Order to Be Considered for Employment at X-TECHS

Application

- If your resume includes educational and employment history, kindly mention it on your application.

Credentials

- Radiology State License
- All Modality/Society cards: ARRT, ARDMS, NMTCB, CCI, ARMRIT, etc. CPR - BLS or ACLS
- Drivers License
- Social Security card
- For I-9 form you may also use a Passport or a photo ID & birth certificate

Health/Immunization Records/Titers (Declinations acceptable on some of these health records)

- Hepatitis B
- Varicella
- MMR
- Flu
- Covid 19
- If available: T-Dap, Fit for Work doctors note, Mask fit test/size, Color Blind test

Documents Provided at Interview

- W-4 - Federal Tax Withholding form
- L-4 - State Tax Withholding form
- I-9 - IDs needed:
 - A current passport
 - *or* your driver's license and social security card
 - *or* your driver's license and two references, to be listed on your application or on forms that we will provide.
- Direct Deposit form. We also need either a voided check (can be a photocopy) or bank print out showing the routing and account information.
- Background check/drug screen form

Upon completion of your onboarding process, you will receive the Employee Handbook. Subsequently, you will be required to thoroughly review, sign, and return the following four documents (only the signature pages need to be returned):

- Handbook Acknowledgement (to confirm your understanding of all policies therein)
- Second Injury Workers Compensation Form (applicable only in case of on-the-job injuries)
- HIPAA Confidentiality Agreement
- Infection Control Form