



# Pre-employment Requirements

An Affiliate of  UnityPoint Health

All applicants who are offered a conditional employment opportunity are required to submit a urine sample to be tested for illegal drugs **within 24 hours** of the conditional job offer. Applicants who fail to provide a sample for the drug screen within 24 hours, or who test positive for illegal drugs, are not eligible for employment with Greene County Medical Center for one year from the date of the offer.

All applicants who are offered a conditional employment opportunity are required to submit to a criminal background check and a child and dependent adult abuse background check. The results must be received and reviewed by Greene County Medical Center before new employees are allowed to begin their employment.

Prior to employment, all new Greene County Medical Center employees must provide proof of immunization, or be immunized, for the following:

- MMR #2 (Measles-Mumps-Rubella)
- Hepatitis B & Tdap (dates received and provider) for direct care providers
- Most recent TB skin testing (date received and provider)
- Tetanus booster (most recent date)

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 establishes employment eligibility
- Copy of professional license/registration/certification (if applicable)
- Driver's license and proof of auto insurance if job requires use of Greene County Medical Center or personal vehicle

If you drive for Greene County Medical Center, you are required to have the appropriate current and unrestricted license. You will be required to furnish proof of your driving record as part of your application and may be required to release your driving record annually thereafter.

Greene County Medical Center is a tobacco-free environment. Tobacco products may not be used in the building, on the grounds or within a one block radius of the campus. Employees are not permitted to use tobacco products during working hours, nor are they allowed to come to work smelling of tobacco. Greene County Medical Center is in compliance with the Smokefree Air Act of Iowa effective July 1, 2008.