APPLICANT CHECKLIST: This list will help you submit all the documents required to become a Without Compensation Employee (WOC). We recommend that you print a copy of this checklist for reference while completing your application packet. Be sure to read and follow the instructions carefully.

Be advised All documentation is required to be completed before your WOC Applicant Packet will be initiated through Human Resources.

Check upon completion of each requirement below:

___ Document of Understanding
___ Student Placement & Fingerprint form
___ Infection Control signature page
___ Law Enforcement Safety Brief
___ TMS Certificates
___ BLS/ACLS Certification Form
___ Random Drug Testing Form
___ Application for Health Professions Trainees (VA Form 10-2850D)
___ Declaration of Federal Employment (VA Form OF-306)
___ Employment Eligibility Verification (I-9 Form)
___ Appointment Affidavits (VA Form SF-61)

DO NOT SIGN: Until you are instructed to sign while in the presence of a VA Official.

All of the above forms should be completed electronically & returned to the following email address:

VHACLANURSINGSTUDENTS@va.gov