



Newton-Wellesley Hospital Employment Requirements

Thank you for your interest in pursuing a career opportunity at Newton-Wellesley Hospital. In order to ensure we are hiring the very best candidates to join our team to provide care to our patients and families, we would like to provide you with a brief overview of some of our hiring requirements should you become a final candidate for a position. More information will be made available as needed.

- **Background Checks/References**
 - Massachusetts CORI (Criminal Offender and Record Information)
 - Verification of required professional licensure/certification, etc.
 - Review of the Medicare program's Sanctions and Exclusions List to determine the potential eligibility status
 - HHS/OIG List of Excluded Individuals/Entities ("LEIE")
 - GSA's List of Parties Excluded from Federal Programs ("GSA")
 - On behalf of NWH, HireRight Enterprises will complete:
 - National criminal background check
 - Education verification of highest degree completed
 - Employment references & verifications will be completed through SkillsSurvey, a web-based, confidential, reference checking system. Final candidates are required to provide contact information for five references, including at least two from current or former supervisors. Contact information includes email addresses, phone numbers, job titles, and employment dates for each reference.
- To ensure all employees are able to work safely in the Hospital environment, a pre-employment health screening and review of current required immunization documentation by NWH Occupational Health Services will be required.
- We are pleased to announce that NWH is tobacco and smoke-free. Smoking and use of tobacco related products are not permitted anywhere on the Newton-Wellesley campus or at hospital affiliated off-site locations.
- For the safety and comfort of our patients, staff and visitors, NWH is a fragrance controlled environment. Use of perceivable scents and fragrant products is not permitted.

Please let us know if you have any questions regarding these requirements.

Again, thank you for your interest in NWH!