

Checklist for New Grads (GN & LPN)

Application:

- Complete an [online profile](#) by submitting/uploading your resume
- Email Recruit@albertahealthservices.ca and notify the Nurse Recruiter that your online profile is completed
- If you have been in contact with a manager directly, please address cover letter to the manager or unit/site on your online profile

* Important: please ensure your application is complete, as incomplete applications cannot be processed.

Interview:

- Interviews can be facilitated over the phone or in person
- Have 3 references available if requested

* Important: If a job offer is given, please be prepared to provide the following documentation:

- Alberta Health Services – Calgary Area ID number, if applicable
- Photo ID and consent to obtain a Criminal Records Check or Criminal Record Check issued within past 90 days
- Valid CPR certificate
- Provincial Health Number
- Social Insurance Number
- Your calendar, as you will be required to select orientation dates

*This checklist is for your reference purposes. Please do not submit with your application.
Thank you and we look forward to meeting with you!*