



## **VA BASIC REQUIREMENTS FOR REGISTERED NURSES**

**CITIZENSHIP:** Registered Nurse, Nurse Anesthetist and Nurse Practitioner applicants must be United States (U.S.) citizens.

**EDUCATION:** Must be a graduate of a school of professional nursing approved by the appropriate State accrediting agency at the time the program was completed. Graduates from foreign schools of professional nursing who possess a current, full, active and unrestricted registration (see Registration below) meet the requirement of graduation from an approved school of professional nursing, but must also provide a copy of certificate from the Commission on Graduates of Foreign Nursing Schools to be eligible.

**REGISTRATION:** Must have a current, full, active and unrestricted registration/license from any State, Territory or Commonwealth (i.e., Puerto Rico) of the U.S. or in the District of Columbia. Information regarding registration may be obtained by writing to: Board of Registered Nursing, 1020 N Street, Sacramento, CA. 95814; telephone: (916) 322-3350.

### **INITIAL APPLICATION PROCEDURES**

**A complete application package must be submitted to Nurse Recruitment indicated on the VANCHCS Registered Nurse Supplemental Form.**

Applications are kept on file for one (1) year from the date of receipt. A complete application package includes the following items.

- A. Application for Nurses and Nurse Anesthetists (VA Form 10-2850a).**
- B. Current resume or CV. Be sure your application/resume/CV reflects all of your schooling, training, volunteer work and the nature of work experience (including beginning and ending month/year and # of hours). Please include e-mail address.**
- C. Declaration for Federal Employment (OF-306).**
- D. Graduates of foreign nursing schools must provide a copy of their Certificate from the Commission on Graduates of Foreign Nursing Schools (CGFMS). <http://www.cgfns.org/cgfns/index.html>**
- E. Proof of any related certifications, if applicable.**
- F. VANCHCS Registered Nurse Supplemental Form.**
- G. Current Federal Employees Only – including VA employees – Most recent “Notification of Personnel Action” (SF-50)**
- H. Current Federal Employees Only – including VA employees – Three most recent “Proficiency Reports” or “Performance Appraisals”**

**Applications will NOT be accepted via FAX.**

#### **MAIL TO:**

Department of Veterans Affairs  
Nurse Recruitment 118-SMAT T1  
10535 Hospital Way  
Mather, CA 95655

#### **HAND CARRY TO:**

Nurse Recruitment – T-1  
10535 Hospital Way  
Mather, CA 95655

For additional application and current vacancy information please visit [www.vacareers.va.gov](http://www.vacareers.va.gov) ; you may contact the **Nurse Recruitment Office at 916-843-7369 or e-mail: [diane.pawloski@med.va.gov](mailto:diane.pawloski@med.va.gov)**

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

## ADDITIONAL INFORMATION

**INTERVIEWS:** A personal interview is required before an applicant is selected for an appointment. Interviews will be arranged and conducted by the Service as vacancies occur, after initial screening. Interviews will be coordinated by the Hiring Manager.

**ASSIGNMENTS:** Assignments are made on the basis of Service needs at the time of appointment. Nurses are selected for specialty areas, supervisory and teaching positions on the basis of interest, preparation, experience, preference, and potential. Once hired, requests for changes in assignment are considered when vacancies occur.

**JOB OFFERS:** Once you are interviewed and selected by the Service, Human Resources will contact you with a tentative job offer. Please note most positions are permanent; however, you may be hired as a temporary with benefits pending receipt of the items below.

Upon **acceptance**, Human Resources will contact you about additional required forms, and mail you information about VetPro, our credentialing program.

You may also be required to supply Human Resources with verification of your current / most recent salary.

You will also be required to pass a pre-employment physical at one of our facilities. Physicals are coordinated and scheduled by Human Resources and Employee Health. All RN applicants tentatively selected for VA employment are subject to a urinalysis test to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with VA. Applicants who test positive for illegal use of drugs will not be appointed.

**GRADE & SALARY:** Appropriate grade assignments and basic salary are determined by the Nurse Professional Standards Board. The Board reviews the complete application package and makes its determination based on professional preparation, education, and experience. Human Resources will advise you of the Board's final determination and confirm your appointment and basic salary.

**DIFFERENTIAL PAY:** Evening and night differential is 10% of the hourly rate, Saturdays and Sundays are 25%, and double-base pay is paid for holidays worked.

**BENEFITS:** Full-time Registered Nurses, Nurse Anesthetists and Nurse Practitioners earn 26 days of annual leave/vacation (5 weeks + 1 day) and 13 days of sick leave (2 weeks + 3 days) per year. Part-time positions earn 1 hour of annual leave/vacation for every 10 hours worked and 1 hour of sick leave for every 20 hours worked. Accrual of annual leave/vacation is limited to 685 hours. There is no limit for sick leave. Leave accrual begins immediately.

There are ten (10) paid Federal holidays during each year.

Authorized absence may be granted for educational purposes without charge to employee's leave time after one full year of employment. This may be waived under special circumstances.

The VA offers a choice of group health insurance plans with premiums partially paid by the Federal Government. Self-only and family options are available.

Term life insurance with coverage based on salary is available, with the cost shared by the Federal Government. Family and additional coverage options are available as well.

New employees are covered by the Federal Employee's Retirement System (FERS). FERS is a three-tier retirement plan comprised of Social Security benefits, FERS basic benefits and the Thrift Saving Plan (TSP). TSP is a tax-deferred savings plan with an automatic base contribution and partial matching of employee contributions by the Federal Government.

**UNIFORMS:** Uniforms are provided for the Operating Room nurses.

# VANCHCS REGISTERED NURSE SUPPLEMENTAL FORM

## Page 1

Please return this supplemental form with your application package.

### GEOGRAPHIC PREFERENCES

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> <b>Martinez</b><br>(CLC)<br>(OR/PACU/GI)<br>(HBPC)<br>(Telephone Care)<br>(Mental Health)  | <input type="checkbox"/> <b>Vallejo (Mare Island)</b><br>(Outpatient)<br>(Mental Health)           | <input type="checkbox"/> <b>Fairfield</b><br>(Outpatient)<br>(Hemodialysis)<br>(Neurosurgery)<br>(Mental Health)<br>(Heart/Lung/Vascular) | <input type="checkbox"/> <b>Oakland</b><br>(Outpatient)<br>(Mental Health) |
| <input type="checkbox"/> <b>Sacramento (Mather)</b><br>(Med/Surg)<br>(ICU/TCU)<br>(OR, PACU)<br>(Emergency Department)<br>(Outpatient)<br>(Mental Health)<br>(Specialty Clinics)<br>(GI Clinic) | <input type="checkbox"/> <b>Sacramento(McClellan)</b><br>(Outpatient)<br>(HBPC)<br>(Mental Health) | <input type="checkbox"/> <b>Chico</b><br>(Outpatient)<br>(Mental Health)  |  |
| <input type="checkbox"/> <b>Redding</b><br>(Outpatient)<br>(Mental Health)  | <input type="checkbox"/> <b>Oroville</b><br>(HBPC)   | <input type="checkbox"/> <b>Yuba City</b><br>(Outpatient)   | <input type="checkbox"/> <b>Yreka</b><br>(Outpatient)                      |

### Are you interested in part-time employment?

No  Yes, please indicate the *least* number of hours per week you are willing to work \_\_\_\_\_

**Are you interested in temporary employment? Note:** Positions may be filled initially as temporary to meet critical staffing needs; however, you will be eligible for full benefits.

No  Yes

### Please check-off your specialty area(s):

OR  Med/Surg  Emergency Dept  ICU  Cath Lab  Ambulatory Surgery  
 NP  Home Based Primary Care  Primary Care  Mental Health  GI

Other (please indicate) \_\_\_\_\_

**How did you hear about VA Employment opportunities?**  Newspaper Ad  Website  
 Referral  Other (Please Indicate) \_\_\_\_\_

\* If referred by a VA Employee, please complete "Attachment A", Recruitment Referral Form

**E-MAIL ADDRESS:** \_\_\_\_\_

Please complete Page 2 on reverse as well.

# VANCHCS REGISTERED NURSE SUPPLEMENTAL FORM

## Page 2

Please provide the following information for each position listed on your resume/CV and Application for Nurses and Nurse Anesthetists (VA Form 10-2850a). You MUST provide the average number of hours worked per week for all part-time or on-call positions and the month and year, starting and ending, for all employment listed. Failure to complete this information will result in loss of consideration for current vacancies. If necessary, please make copies of this page.

<b>Employer/Address:</b>	<b>Position Title:</b>	
<b>Supervisor Name/Phone Number:</b>	<b>Starting Date (mm/yy)</b>	<b>Ending Date (mm/yy)</b>
<b># of hours per week. Indicate full-time or the average # hours per week for part-time or on-call.</b>		
<b>Employer/Address:</b>	<b>Position Title:</b>	
<b>Supervisor Name/Phone Number:</b>	<b>Starting Date (mm/yy)</b>	<b>Ending Date (mm/yy)</b>
<b># of hours per week. Indicate full-time or the average # hours per week for part-time or on-call.</b>		
<b>Employer/Address:</b>	<b>Position Title:</b>	
<b>Supervisor Name/Phone Number:</b>	<b>Starting Date (mm/yy)</b>	<b>Ending Date (mm/yy)</b>
<b># of hours per week. Indicate full-time or the average # hours per week for part-time or on-call.</b>		
<b>Employer/Address:</b>	<b>Position Title:</b>	
<b>Supervisor Name/Phone Number:</b>	<b>Starting Date (mm/yy)</b>	<b>Ending Date (mm/yy)</b>
<b># of hours per week. Indicate full-time or the average # hours per week for part-time or on-call.</b>		
<b>Employer/Address:</b>	<b>Position Title:</b>	
<b>Supervisor Name/Phone Number:</b>	<b>Starting Date (mm/yy)</b>	<b>Ending Date (mm/yy)</b>
<b># of hours per week. Indicate full-time or the average # hours per week for part-time or on-call.</b>		

**Did you remember to:**

- \* Sign and date your application Form 10-2850a on both page 3 and page 4
- \* Attach a copy of your resume/CV
- \* Attach a COMPLETE application package for EACH geographic area you are applying for
- \* Keep a copy of your application package for your records