



Dependable
Dental
Staffing

954 Paisley Court
Pickerington, Ohio 43147
614-920-4415 office
614-920-4416 fax
614-354-1189-cell

October 22, 2010

Thank you for your interest in Dependable Dental Staffing. The attached documents will help us establish your file with us. Please forward all documentation to Dependable Dental Staffing, 954 Paisley Court, Pickerington, Ohio 43147.

We will need:

Copy of License to Work. This copy will be retained by Dependable Dental Staffing to provide to offices as you are placed.

Copy of Hep B Immunization record. This copy will be retained by Dependable Dental Staffing to provide to offices as you are placed. (if applicable)

Engagement of Letter. One original should be forwarded to be retained by Dependable Dental Staffing. One copy should be kept for your records.

Curriculum Vitae. Please email a copy to ddstaffing@sbcglobal.net

Administrative Fee. Dependable Dental Staffing charges a one-time administrative fee of \$25.00. If paying by check, please make checks payable to Dependable Dental Staffing.

Proof of Malpractice Coverage. This copy will be retained by Dependable Dental Staffing to provide to offices as you are placed.

Doctor Profile. This information is retained by Dependable Dental Staffing to help in future placements.

If I can be of any assistance, please feel free to contact me at (614) 920-4415.

Sincerely,