



Dependable Dental Staffing

October 22, 2010

Thank you for your interest in Dependable Dental Staffing. The attached documents will help us establish your file with us. Upon receipt, please call our office to schedule a face-to-face interview. You will bring the attached documentation with you when we meet.

Accompanying you will find:

I-9 – Employment Verification Documentation. Please complete this form and bring to meeting. Additionally, we will need t a copy of an acceptable document from list A or B and a copy of an acceptable document from List C.

Dependable Dental Staffing application. Please complete the application.

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

We will need:

Copy of License to Work. Please bring a copy of your license. This copy will be retained by Dependable Dental Staffing to provide to offices as you are placed. (if applicable)

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

Resume. Please email a copy of your resume to info@ddstaffing.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.

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

Sincerely,

Lisa Rager, CODA, EFDA
Managing Member
Dependable Dental Staffing
614-920-4415 office
614-920-4416 fax
614-354-1189 mobile