

All requested documents are to be submitted to the following address:

VA Travel Nurse Corps Pilot (00-TNC)
Carl T Hayden VA Medical Center
650 East Indian School Road
Phoenix, Arizona 85012

1. VA Nurse Application, Form 10-2850a. All applicants including current VA employees must also complete the VA Nurse Application Form 10-2850a. We need your complete professional nursing employment history from the date of graduation from your basic school of nursing to the present time. Please use the enclosed continuation sheet to list all your professional experience. We request that you mail the completed application since it contains your personal information. The application is enclosed.
2. Current Resume including previous assignments, responsibilities and duties.
3. A copy of your current nursing license.
4. Complete and sign the enclosed Declaration of Federal Employment form (OF-306).
5. The applicant has the option of supplying official transcripts from all degree granting programs in which he/she have obtained a degree or the VA Travel Nurse Corp will validate this information for the applicant. This includes your basic RN program. The official transcripts should be sent to the address above by the schools, colleges or universities. You may submit a sealed unopened copy(s). Current VA Nurses with verified transcripts in your Official Personnel Folder (OPF) may request your Human Resource Office submit a copy to the VA Travel Nurse Corps.
6. If you have prior military experience, please submit a copy of your DD 214, Report of Separation.
7. A copy of skill cards, such as CPR, BLS (AHA), ACLS, CCRN or other certificates or class records. The American Heart Association Basic Life Support (BLS) is the required CPR card. Please copy front and signature sides of all cards.
8. Three letters of reference of which one letter of reference is from a current supervisor dated within 30 days of the application.
9. Copies of the last two performance appraisals, proficiencies, or evaluations, one of which must be a current supervisory appraisal.
10. A basic medication screening test is required as part of the application process. Please contact the VA Travel Nurse Corps administrative office to schedule this test
11. Signed Release of Information and Record of Information Letter. Both forms must be signed and returned.
12. Complete preference record with 1st, 2nd, and 3rd choice of clinical areas in which you would prefer to work based on your clinical experience and places you would like to go.
13. Location preference record with 1st, 2nd, and 3rd choice of locations where you would like to work.

14. VA Nurse Qualification Standards. Each RN selected for an appointment with the VA must meet the VA Nurse Qualification standards. Your references and evaluations provide information on how you meet these standards. However, you may complete a self assessment and submit other documents that address how you meet these standards. Your grade and step as a VA nurse is based on how you meet these standards. Each grade and step relates to a specific salary on an established salary schedule. Should you have any questions, please contact the TNC office.

15. Please add any additional information you feel would be of value in supporting your application.