

# Nurse Residency Program Application Checklist

**Welcome to Memorial Healthcare System's Nurse Residency Program Application Process.**  
**Please ensure to apply during the designated timeframes for the specific cohort.**

In order to be considered, you must provide all required documentation. Please use this checklist as a guide to ensure you provide all required documentation when submitting your application. Documents are to be uploaded as one attachment in the application, under the drop-down selection tab titled "Nurse Residency Supporting Documents."

**Incomplete applications will not be reviewed for consideration.**

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1. Provide top three track selections as a separate document. To find available tracks please go to:  
<https://careers.mhs.net/career-areas/nursing-residency/available-tracks/>

*Please Note: You must click on each category to expand the selection in order to find specific areas of interest and available facilities. (Example: Women's Services/2nd Floor-Labor and Delivery/Memorial Regional Hospital)*

2. Provide unofficial or official transcripts with cumulative GPA.
3. On your resume, include your previous employment history: organization, dates (month/year), job title and responsibilities. Include any/all volunteer work: name of organization, role and responsibilities.
  - Describe any leadership roles in work, school or service organization; honors & awards.
4. On your resume, be sure to include all of your academic clinical experiences: institution name, unit, dates (month/year) and brief descriptions of care provided and competencies performed.

Example:

Memorial Regional Hospital (June 2019 – July 2019)

Pediatric Unit

Assisted Registered Nurse with pediatric patient treatment.

5. Submit two (2) professional letters of recommendation, on letter head, one of which can be from a clinical faculty member.
  - For internal candidates – one recommendation must come from your current manager.
6. Letter of Intent – include answers to each of the following:
  - What are your expectations of the Nurse Residency Program and how will it help you achieve your goals?
  - Why did you choose the profession of nursing?
  - Why do you want to begin your career at Memorial Healthcare System?

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Once an application is successfully submitted, our Nurse Recruiters will promptly review applications. If selected as a top candidate, you will be called by a Nurse Manager. Unfortunately, not everyone will be selected for interviews. If not selected for interviews, you will be notified via email as soon as a decision has been made. You are encouraged to view the status of your application via the Career Website at any time to know where you are in the application process.