



Hello!

Thank you for choosing to complete your clinical rotation at the Loma Linda VA. Trainees onboarding at the VA (first time or returning) may retrieve the application packet found [HERE](#). **Completed packets may be submitted in-person to Human Resources (HR) any Tuesday or Thursday between 9:00am – 11:00am.** Please allow 30 minutes for review upon submission. HR is located at 25814 Business Center Drive in Redlands, CA 92373.

Trainees unable to submit packets in person may contact VHALOMClinicalEducation@va.gov for alternative submission methods.

Please note that **the entire onboarding process takes up to 6 weeks to complete.**

Please complete and return the following items, instructions for forms included for your convenience:

- 2 pieces** of valid government issued identification must be submitted with your onboarding packet or it cannot be processed. Accepted forms of ID are Driver's License, Passport or Social Security Card.
- TMS Training Certificate – Certificate must be dated no older than 6 months prior to submission date:**
Complete mandatory TMS training, see TMS instructions [HERE](#) – preferred internet browsers for TMS are MS Edge or Google Chrome. Please list Point of Contact as Staci.Mendoza@va.gov
- Application for Health Professions Trainees**- Complete entire form, sign and date page 3 (box 24A) and page 4. **NOTE:** If applicable please also submit a copy of your Certificate of Naturalization.
- Declaration for Federal Employment OF-306** -Please complete, **sign and date line 17a. Sign only line 17b.**
NOTE: HR will enter start date on **17b** for Trainee.
- Fingerprint Form** -Please complete entire form. Passport number only if applicable for dual citizenship.
- Appointment Letter** -Complete trainee title, date rotation begins and date rotation ends. Sign and date.
- Random Drug Testing Notification and Acknowledgement**- Print, sign and date.
- Applicant Statement of Selective Service Registration Status (Males only) (VA Form-5578 Form)**- **Only required for Male Trainees**- Check appropriate box, sign and date.
- I-9 Form**-On page 1 please complete /sign /and date. HR will fill out page 2 with trainee's ID's sent in. **If born outside of the country also include a copy of your naturalization certificate with your onboarding packet.**
- VA Form 710** – Complete all sections
- Self-ID Handicap SF2561** – Complete top portion: Name, DOB, SSN and Disability Code.
- Race Form SF181** – Complete Name, SSN and DOB at top. Complete Questions 1 and 2 at the bottom.
- Educational Data Form VA4637** – Select **ONE** box from sections A or B (One total, not one from each section). Complete Part II. Choose from one of the following codes for box **2B**:
240102 – General Studies; 513817 – Nursing Education; 511102 - Pre-Medicine/Pre-Medical Studies;
510000 - Health Services/Allied Health/Health Sciences, General