

Dear Applicant:

Thank you for your interest in the RN Residency Program at Northridge Hospital Medical Center. This innovative New Graduate RN Residency features a challenging program blending didactic, skills enhancement, simulation, and an EBP project with clinical experience and unit socialization. Our Fall 2025 RN Residency program will begin on September 29th, 2025. Our target candidates are nurses who have graduated from an accredited nursing program within the past 12 months and who do not have more than 6 months of inpatient (acute care) work experience as a registered nurse.

Positions are limited and early application is encouraged. **The application period will be open May 1 – May 14, 2025 at 11:59PM (ONLY).** Applications must be received by the deadline, no exceptions. Only application packets that are fully complete will be considered. To initiate the application process, please complete the online job application and submit the following items: **Please see the uploading instructions 5**

- Current resume
- Specialty/Unit Preference (page 2 of this packet)
- Two (2) Letters of Reference (one must be from a nursing instructor). *Letters of reference must be signed and on school or company letterhead.*
- Unofficial college transcripts from nursing school. If you have a degree in progress (e.g. RN to BSN) please include those additional transcripts.
- Letter of Intent to include the following (maximum of 2 pages, double spaced. APA format *not* necessary):
 1. What influenced you to pursue a career in Nursing?
 2. Explain why you are interested in the RN Residency Program at Northridge Hospital Medical Center.
 3. Explain why you are interested in the unit or specialty field that you selected.
 4. Where would you like to see yourself in 5 years?
- Signed Licensure, Vacation and Employment Statement (page 3 of this packet)

Please Note: ALL required documents must be uploaded as attachments within your online application:

1. Specialty unit preference page 2. Signed licensure, vacation, and Employment page 3. Letter of Intent

After we have reviewed your application, you will be notified as to whether you have been selected to participate in a Dignity Health formal interview process. We do read every application we receive, so please be patient with us. ***Notifications for interviews will start June 2025, unfortunately we are not able to interview all applicants.***

Warmest Regards,

Patricia Ortega

Patricia Ortega RN, BSN

National Residency Program Coordinator

patricia.ortega@commonspirit.org (818) 885 – 8500 ext. 23381

RN RESIDENCY PROGRAM
SPECIALTY/UNIT PREFERENCE

APPLICANT NAME: _____ DATE: _____

Directions: Please indicate your **top two** choices by placing #1 in front of your first choice and #2 in front of your second choice.

*Positions may not be available in all of the areas listed below. We do not release the units that are hiring, as they are subject to change. **Please submit this completed form with your online application.***

Indicate your top two choices:

	Acute Physical Rehabilitation (i.e. New CVA, joint replacement, SCI pts. etc.)
	Critical Care (ICU/CCU)
	Emergency Department
	Labor & Delivery
	Medical Surgical Unit
	NICU
	Pediatrics
	PICU
	Postpartum
	Telemetry : Optional, Please select if a specific Tele Specialty is preferred Observation ____ Neuro ____ Cardiac ____ Pulmonary ____
	Behavioral Health Unit

RN Residency Program Licensure, Vacation & Employment Statement

- A. All applicants must have a valid California RN License prior to the start of the Residency Program. Please note that after paperwork is submitted to the CA BRN it takes a minimum of six (6) weeks to receive an authorization to test. In addition it may take up to 30 days to receive the results of your licensing examination. It is therefore strongly recommended that you schedule the NCLEX a minimum of 30 days prior to the start of the program and preferably sooner.
- B. The program requires full-time employment without vacation or other activities requiring more than a 1-2 day absence during the length of the program. Any scheduled time off will necessitate approval of the hiring manager and RN Residency Coordinator prior to the start of the Residency Program. Should you be accepted into the program, it is important to understand that continued employment is contingent upon satisfactory performance (during and after the residency) in the judgment of both the hospital and the Department of Nursing.
- C. Employment:
- | | | |
|--|----------|---------|
| 1. Are you legally authorized to work in the U.S.? | Yes_____ | No_____ |
| 2. Will you now or in the future require sponsorship for employment Visa status (e.g. H-1B visa status)? | Yes_____ | No_____ |

I have read the above statements and agree to comply as indicated above:

Applicant (print name): _____

Signature (handwritten): _____

Date: _____

****Please submit this form with your online application after completing.***

RN RESIDENCY PROGRAM

Application for *New Graduate* RN

If you are hired, you will be required to provide the following documentation/information to the Human Resources Department prior to starting the RN Residency program:

1. Valid CA RN License (original needs to be presented)
2. American Heart Association BLS Healthcare Provider Card
3. American Heart Association ACLS card (if working in ED, ICU, PICU, Tele)
4. Copy of your nursing degree

*If you are offered a position, please note you **must** have your CA RN license prior to the start of the program (no exceptions). Please ensure that you schedule the NCLEX at least 30 days prior to the start date of the program (August 29th, 2025) to ensure you receive your results in time. Since the Board of Registered Nursing has 30 days to notify you of your test results, we do not want to see you miss out on the program because you did not receive your results in time.*

Our system allows for 5 total attachments, aside from your resume.

1. Specialty/Unit Preference (page 2 of packet) **Combined with** Signed Licensure, Vacation and Employment Statement (page 3 of this packet)
2. Two (2) Letters of Reference from a clinical instructor and a current employer (if applicable). Please do **not** include more than 2 references. *Letters of reference must be signed and on school/company letterhead.*
3. College transcripts from nursing course work (non-official is sufficient).
4. Letter of Intent to include the following (maximum of 2 pages, double spaced. APA format *not* necessary):
 1. What influenced you to pursue a career in Nursing?
 2. Explain why you are interested in the RN Residency Program at Northridge Hospital Medical Center.
 3. Explain why you are interested in the unit or specialty field that you selected.
 4. Where would you like to see yourself in 5 years?
 5. Download New Grad RN Packet click link
5. Link:
<https://www.dignityhealth.org/socal/locations/northridgehospital/about-us/nursing/rnresidencyprogram>
6. Certifications/Licensure does not need to be uploaded at this point of the application.

If you submit your application and need to make any changes or upload new documents please see the following instructions:

If you are able, please "edit" your job profile/application as below to include all of the required documents:

- 1) Log in to your career portal: Commonspirit.careers
- 2) Click on "EDIT" your general profile
- 3) Please condense all documents, to only 5 attachments total as listed above :