

APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

Email: _____ **DATE** _____

NAME _____ **SOCIAL SECURITY NUMBER** _____

LAST FIRST MIDDLE

PRESENT ADDRESS _____

STREET CITY STATE ZIP

PERMANENT ADDRESS _____

STREET CITY STATE ZIP

PHONE NO. _____ **ARE YOU 18 YEARS OR OLDER?** Yes ☐ No ☐

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes ☐ _____ No ☐ _____

EMPLOYMENT DESIRED

POSITION _____ **DATE YOU CAN START** _____ **SALARY DESIRED** _____

ARE YOU EMPLOYED NOW? _____ **IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?** _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ **WHERE?** _____ **WHEN?** _____

REFERRED BY _____

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES: (CIVIC ATHLETIC ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U. S. MILITARY OR NAVAL SERVICE _____ RANK _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS. [Fill in name of state.]

IT IS UNLAWFUL IN THE STATE OF _____ TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Signature of Applicant

IN CASE OF
EMERGENCY NOTIFY

NAME

ADDRESS

PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRONG AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY:

DATE:

REMARKS:

NEATNESS

ABILITY

HIRED: ☐ Yes ☐ No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED:

1.

2.

3.

EMPLOYMENT MANAGER

DEPT. HEAD

GENERAL MANAGER

Job Description

Position: In-home Care Aide

Job Summary

The in-home care aide is a member of the healthcare team who works directly under the supervision of a registered nurse (RN) and provides various services to the client. The majority of the duties will be assistance with personal care and activities of daily living, which involves "Partial" hands-on care and physical support with minimal guided maneuvering of limbs or weight-bearing assistance.

Qualifications

- Must have worked in health care under the supervision of an RN, and developed skills necessary to deliver personal care assistance. Must be at least eighteen (18) years of age and have a minimum of a High School Diploma, unless exceptions are made. Alternative Healthcare prefers the applicant to have at least one year of experience in the healthcare profession and must have two (2) satisfactory references from previous employers.
- Must display good emotional health and be able to physically tolerate much standing, bending, stooping, and heavy lifting within guidelines and teaching provided by the state of North Carolina
- Must be able to read, follow writing instructions, and document the care given.
- Should demonstrate flexibility in acceptance of assignments and a cooperative attitude toward providing services. Must meet all agency requirements.

General Duties and Responsibilities

In-home care aides perform only under the supervision of an RN who has provided written instruction for client care (Home Care Plan).

- Assists the client in all activities of daily living/hygiene assistance, bathing, grooming, linen changes, and so forth. (As documented in the Plan of Care)
- Performs light housekeeping chores, which facilitate the client's self-care in the home.
- Assists the client in the bathroom, with the use of the bedpan, and performs incontinence care.
- Answers clients' calls and attends to their requests promptly.
- Meets the safety needs of the client and uses equipment safely and properly.
- Completes records and carries out all assignments as required. (Submitting correctly completed timesheets weekly.)
- May not be assigned to receive or reduce to writing orders from a physician.
- Notifies RN Supervisor or Field RN of any acute or pertinent changes in a client's condition.
- Communicates availability to work to the Scheduler and/or Director every week or as required.
- Maintains confidentiality regarding the client's condition and his/her family, except for the agency.
- Performs all skills and procedures competently, and within the regulations and licensing laws of the state of NC, other applicable federal and state laws, and agency policies.

This job description outlines the duties and responsibilities of an In-home Care Aide, providing examples of the variety and general nature of this position. It is not intended that this description include all duties required to perform this position, nor is it intended that related duties may not be required. The applicant may be assigned a client who requires services that are at the level of companionship and housekeeping only. In that event, the duties below, including the non-personal care tasks above, will apply:

- Provide only non-personal care to the client
- Provides continuous companionship for the client while on duty
- Assists the client in living in a clean, healthy, and safe environment
- Observes the client for general physical, emotional, and mental conditions, and reports all changes in condition.
- Keeps appropriate records of all activity while in the client's home.
- Provides a sense of security for the client and protects the client as much as possible from any harm resulting from the debilitating effects of his or her illness.
- Assists clients as needed, excluding medical care.

Employee's Signature
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RN Signature

Date

Job Description (CNA)

Position: Certified Nurse's Aide

Job Summary

The Certified Nurse's Aide (CNA) is a paraprofessional member of the health care team who works directly under the supervision and direction of the field registered nurse (RN) and/or RN Supervisor and provides various services for the client. The majority of which would be personal care and activities of daily living, which involve minimal and/or extensive assistance to a client who may be totally dependent in the activity or requires substantial hands-on care and physical support, including more than guided maneuvering of limbs or weight-bearing assistance.

Qualifications

- Must be at least eighteen (18) years of age and have a minimum of a High School Diploma. Home Care Specialists prefers applicants to have at least one year of experience in the healthcare profession. Must be listed on the Nurse Aide I Registry. Applicant must have two (2) satisfactory references from previous employers.
- Must display good emotional health and be able to physically tolerate much standing, bending, stooping, and heavy lifting within guidelines and teaching provided by the state of North Carolina.
- Must be able to read and follow written instructions and document the care that is given.
- The applicant should demonstrate flexibility in acceptance of assignments and a cooperative attitude toward providing service, and must meet all agency requirements.

General Duties and Responsibilities

- Performs under the supervision of an RN who has provided written instructions for client care (Plan of Care)
- Assists client in all activities of daily living/hygiene assistance, bathing, grooming, linen changes, and so forth. (As documented in the Plan of Care)
- Prepares nutritious meals within the client's diet and assists the client with eating when necessary.
- Assists clients with transfers, ambulation, and exercises under the guidelines of the RN when warranted and documented in POC
- Performs light housekeeping chores, which facilitate the client's self-care in the home.
- At no time are you allowed to move furniture, reach into dark areas without light, climb on ladders, spray pesticides, do yard work, or remove boxes from shelves above your head.
- Assists client in bathroom, with the use of the bedpan, and performs incontinence care.
- Answers clients' calls and attends to their requests promptly.
- Meets the safety needs of the client and uses equipment safely and properly.
- Completes records and carries out all assignments as required. (Submitting correctly completed time-sheets weekly.)
- May not be assigned to receive or reduce to writing orders from a physician.
- Notifies RN Supervisor or Field RN of any acute or pertinent changes in a client's condition.
- Communicates availability to work to the Scheduler and/or Director every week or as required.
- Maintains confidentiality regarding the client's condition and his/her family, except for the agency.
- Performs all skills and procedures competently, and within the regulations and licensing laws of the state of NC, other applicable federal and state laws, and agency policies.

This job description represents a list of the duties and responsibilities, and gives examples of the variety and general nature of this position for Certified Nurse's Aide. It is not intended that this description include all duties required to perform this position, nor is it intended that related duties may not be required. Further, the applicant may be assigned a client who requires services that are at the level of companionship and housekeeping only. In that event, the duties below, including the non-personal care tasks above, will apply:

- Provide only non-personal care to the client
- Provides continuous companionship for the client while on duty
- Assists the client in living in a clean, healthy, and safe environment
- Observes the client for general physical, emotional, and mental conditions, and reports all changes in condition.
- Keeps appropriate records of all activity while in the client's home.
- Provides a sense of security for the client and protects the client as much as possible from any harm resulting from the debilitating effects of his or her illness.
- Assists clients as needed, excluding medical care.

Employee's Signature
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RN Signature

Date

Blood Borne Pathogens and Universal Precautions

Workers in many different occupations are at risk of exposure to blood borne pathogens such as HIV, Hepatitis C, and Hepatitis B. In 1991 OSHA issued the blood borne pathogens standard to protect workers from this risk. Training for blood borne pathogens and universal precautions is provided by the employer with training completed during normal working hours.

A blood borne pathogen is a microorganism that is present in human blood and can cause disease in humans. Exposures to blood and other body fluids occur across a wide variety of occupations. Health care workers can be exposed to blood through needle stick and other sharps injuries, mucous membrane, and skin exposures. The pathogens of primary concern are the human immunodeficiency virus (HIV), hepatitis B (HBV), and hepatitis C (HCV). Workers and employers urged to take advantage of available practices to prevent exposure to blood and other body fluids.

Hepatitis B (HBV)

Hepatitis B is caused by a virus that attacks the liver. A person infected with HBV may exhibit no symptoms at all. The older you are, the more likely you are to exhibit symptoms. Symptoms include nausea, vomiting, fatigue, abdominal pain, loss of appetite, dark urine, clay-colored bowel movements, joint pain and jaundice (yellow skin or yellow tinge to the whites of the eyes). The virus can cause lifelong infection, cirrhosis (scarring) of the liver, liver failure, and death. The person with hepatitis is at risk of developing liver cancer. The only way to know for sure if you have been infected with HBV is through a simple blood test. One out of 20 people will become infected with HBV during their lifetime.

HBV is spread when blood or body fluids from an infected person enters the body of a person who is not infected. For example, HBV is spread through having sex with an infected person without using a condom. HBV is not spread through food or water, sharing eating utensils, breast feeding, hugging, kissing, coughing, sneezing, or by casual contact.

There are antiviral treatments for the treatment of chronic HBV infection. HBV can survive outside the body at least 7 days and still be capable of causing infection. There is a vaccine available to help prevent the disease. A series of three immunizations is given over a six month period. It is recommended that every healthcare worker receive this vaccine at the employer's expense. However, a waiver must be signed by the employee if he/she does not wish to receive the hepatitis B vaccine.

Hepatitis C (HCV)

Hepatitis C is a liver disease caused by the hepatitis C virus (HCV). HCV is found in the blood of people who have been infected with the disease. HCV is spread by direct contact with the blood of an infected person.

HCV is spread primarily by direct contact with human blood. For example, you may have been infected with HCV if:

- You have used street drugs and shared needles with someone who is infected with HCV.
- Received blood or blood products from a donor whose blood contained HCV.
- Were on long-term kidney dialysis and unknowingly shared supplies with someone infected with HCV.
- Were a healthcare worker and had contact with blood on your job, especially accidental needle sticks.

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Last Name _____ Date Hired _____

- Your mother had HCV at the time she gave birth to you.
- Had sex with a person infected with HCV.
- Lived with someone who was infected with HCV and shared things such as a razor or toothbrush.

HCV can live outside the body on an environmental surface at room temperature at least 16 hours but no longer than 4 days. There is no vaccine to prevent HCV. There are several blood tests to determine if you are infected with HCV.

A person can protect themselves from HCV by:

- Never doing drugs and sharing needles.
- Never sharing toothbrushes, razors, and other personal care items.
- If they are a healthcare worker, always follow universal precautions and handle needles safely. Never recap an used needle.
- Consider health risks if getting a tattoo.
- Practice safe sex.

About 2 in 100 healthcare workers will become infected with HCV after a needle stick. Use caution when working with any sharps.

Human Immunodeficiency Virus (HIV)

HIV is a virus that attacks and destroys the immune system. HIV is the virus that causes AIDS (acquired immunodeficiency syndrome). Symptoms of HIV include malaise, fatigue, fever, nausea, loss of appetite, sore throat, swollen lymph glands, and muscle pains. There is no vaccine available at this time to prevent the spread of HIV and only palliative treatment is available after a person has been diagnosed with HIV.

The risk of HIV infection is about 1 in 300. HIV cannot be transmitted through intact skin.

Exposure risk for healthcare workers

Healthcare personnel are at risk for occupational exposure to blood borne pathogens including but not limited to HBV, HCV, and HIV. Exposures occur through needle stick or cuts from other sharp instruments contaminated with an infected patient's blood or through contact of the eye, nose, mouth, or skin with a patient's blood. Important factors that influence the overall risk for occupational exposures include the number of infected individuals in the patient population. Most exposures do not result in infection, but always be safe and use precautions. Many needle sticks and cuts can be prevented by using safer techniques such as never recapping needles, disposing of needles and sharps in puncture resistant containers, and using personal protective equipment (PPE) such as gloves, barriers, etc.). These safety precautions can prevent exposure to contaminated blood and body fluids. Body fluids that can transmit these viruses include blood, semen, vaginal secretions, pleural fluid, saliva, amniotic fluid, cerebrospinal fluid, and human tissue and/or organs.

Exposure

If you are stuck by a needle or other sharp or get blood or body fluids in your eyes, nose, mouth or broken skin, immediately flood the area with water and soap or disinfectant if available. Report the exposure to your

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employer immediately after and seek medical attention per company policy. Prompt reporting is essential.

Universal Precautions

Universal precautions is a practice that treats all blood and body fluids as if they are contaminated with blood borne pathogens. Gloves and protective equipment should be used when there is the slightest possibility that you will be in contact with blood or body fluids. If you must clean up broken glass, use a brush and dust pan or forceps (if available). Do not use your hands to pick up broken glass. Use a mask or face shield if you may be in contact with materials that could splash. If blood or body fluids should get into your eyes, rinse them out immediately and report to your employer. Use gloves to handle dirty laundry or potentially contaminated items. Gowns or aprons may be used for protection also. Never have food or drink in areas that may contain blood or body fluids.

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Last Name _____ Date Hired _____

Blood-born Pathogens Quiz

Name		Date
TRUE	FALSE	Question
		1. It is the worker's responsibility to seek appropriate training on blood-born pathogens.
		2. Training is performed during regular working hours.
		3. The training program must include information on what to do in case of an employee's exposure to blood or body fluids that may be contaminated by blood-born pathogens.
		4. HIV means hepatitis immunodeficiency.
		5. HBV means hepatitis B virus.
		6. HIV can cause AIDS.
		7. HBV causes liver inflammation.
		8. Protective equipment such as gloves, masks, and face shields must be provided by the worker at his/her own expense.
		9. "Universal Precautions" is a plan that treats all blood and body fluids in the work place as if they are contaminated by blood-born pathogens.
		10. Sweat is a body fluid that the universal precautions plan requires you to treat as contaminated by blood-born pathogens.
		11. All workers who have routine exposure to blood or other potentially infectious materials should receive the hepatitis B vaccine at the employer's expense.
		12. The hepatitis B vaccine is given in 3 doses over a 6 month period.
		13. There is also a vaccine for prevention of HIV infection.
		14. An employee who is covered under the OSHA blood-born pathogen standard to receive a hepatitis B vaccine may choose to refuse it if he/she signs a decline form.
		15. Engineering controls and work practice controls go together.
		16. Drinking coffee is forbidden in areas where there may be exposure to blood-born pathogens.
		17. Hand washing with soap and warm water is an important example of work practice control.
		18. You do not need gloves when you are handling dirty laundry.
		19. If you must clean up broken glass and it may be contaminated by blood-born pathogens, do it by hand as long as you are wearing gloves.
		20. If you get contaminated blood or body fluids in your eyes, rinse them out with water and report the incident to your employer.
		21. Hepatitis C does not affect the liver and is curable.
		22. Hepatitis C is only contracted by direct contact with the person infected by HCV.
		23. About 2 in 100 healthcare workers will contract HCV in one year after a needle stick.

Employee's Signature	Date
RN Signature	Date

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Last Name _____ Date Hired _____