

APPLICATION FOR EMPLOYMENT

This employment application is for the position of Caregiver. General job description and responsibilities are described below:

Job Description

Effective Date: July 1, 2017

The job description outlines your primary responsibilities as a caregiver. This description is not meant to be an exhaustive list of services as the exact duties to be performed for each assignment will vary. Prior to beginning a new assignment, Hearts at Home Senior Care will provide a new hire orientation and training program, background information about your client, and review any special needs of the specific client.

Objective: To provide professional caregiving services and enable the client to remain independent in his or her own home.

- Assist with walking and light exercise
- Assist with personal care including bathing, dressing, grooming, and incontinence care
- Plan & prepare meals followed by cleaning up
- Cleaning of bathroom and kitchen to maintain a safe and healthy environment
- Make beds and change bed linens
- Light housekeeping to include light dusting and light vacuuming
- Laundry
- Supervise household maintenance such as household cleaning service, plumber, gardener, etc.
- Running errands
- Provide incidental transportation using client or caregiver vehicle
- Provide assistance with transfers and other mobility
- In sleep-over or live-in situations
 - Assist client to and from bed
 - Assist client throughout the night
 - Prepare morning meals and clean up
 - Launder sheets

Other Requirements:

- Document activities in the client binder, caregiver log and review the ISP daily
- Record hours worked through the telephony system for each shift
- Report any significant client changes to the office immediately

Qualifications:

- Must have Core Caregiver Certification (or equivalent) or complete within 90 days of employment
- Must have CPR certification
- Act in a professional manner at all times
- Ability to treat clients with dignity and respect
- Ability to read and write English at an average adult level
- Ability to speak English clearly, both in person and on the phone
- Ability to drive or use public transportation to get to work
- Ability to be flexible and adapt to new situations

HEARTS AT HOME SENIOR CARE
9550 Spring Green Blvd, Suite 408-310
Katy, TX 77494
Employment Line: 888-507-7092 Fax: 888-507-7092



Date: _____

Last Name:	Middle:	First:
Street Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	

OTHER NAME USED IN EMPLOYMENT: _____

POSITION DESIRED: _____

PROFESSIONAL LICENSE:

TYPE: _____ LICENSE NUMBER: _____ EXPIRATION DATE: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT: _____

AVAILABILITY: Full Time: _____ Part Time _____ PRN: _____

SHIFTS WILLING TO WORK: Weekday: _____ Evening: _____ Weekend: _____

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.A.? Yes _____ No _____

IF ON A VISA, WHAT TYPE? _____

SOCIAL SECURITY #: _____

DRIVERS LICENSE #: _____

EXPIRATION DATES: First Aid: _____ CPR : _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes _____ No _____

Conviction of a crime is not an automatic bar to employment, other factors such as the nature and date of the crime will be taken into consideration.

IF YES, GIVE DATE AND DETAILS: _____

EDUCATION

Type of School:	Name & Location	Major	Degrees Obtained & Date
High School			
College			
Other Education or Special Training			
Other Education or Special Training			

Attach Resume

WORK EXPERIENCE

1	START DATE	EMPLOYER & FULL ADDRESS	TYPE OF BUSINESS	POSITION	WORK PHONE	REASON FOR JOB CHANGE	
							STARTING PAY
	END DATE	LAST OR CURRENT POSITION		SUPERIOR & TITLE	FINAL PAY		
DESCRIBE DUTIES/RESPONSIBILITIES:							

2	START DATE	EMPLOYER & FULL ADDRESS	TYPE OF BUSINESS	POSITION	WORK PHONE	REASON FOR JOB CHANGE	
							STARTING PAY
	END DATE	LAST OR CURRENT POSITION		SUPERIOR & TITLE	FINAL PAY		
DESCRIBE DUTIES/RESPONSIBILITIES:							

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3	START DATE	EMPLOYER & FULL ADDRESS	TYPE OF BUSINESS	POSITION	WORK PHONE	REASON FOR JOB CHANGE
	END DATE	LAST OR CURRENT POSITION		SUPERIOR & TITLE	STARTING PAY	
					FINAL PAY	

DESCRIBE DUTIES/RESPONSIBILITIES:

REFERENCE CHECK FORM

Name of Applicant: _____ (SS#) _____

Name of Employer: _____

Name of Manager/Supervisor: _____

Reference Phone Number: _____

I voluntarily give **HEARTS AT HOME SENIOR CARE** the right to investigate my past and/or present employment and release from all liability or responsibility by all persons, companies, or organizations supplying information.

Applicant Signature: _____

Office Use Only:

Employment dates: _____

Eligible for rehire? Yes _____ No _____

Position Held: _____

Final Salary \$ _____

Reason for termination/separation: _____

Please rate this individual on the basis of his/her employment with you:

Quality of Work Exceptional Satisfactory Unsatisfactory

Quantity of Work Exceptional Satisfactory Unsatisfactory

Ability Exceptional Satisfactory Unsatisfactory

Attendance Exceptional Satisfactory Unsatisfactory

References Information Provided By: _____ Job Title: _____

Verified By: _____ Job Title: _____

REFERENCE CHECK FORM

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Ability Exceptional Satisfactory Unsatisfactory

Attendance Exceptional Satisfactory Unsatisfactory

References Information Provided By: _____ Job Title: _____

Verified By: _____ Job Title: _____

VERIFICATION OF EMPLOYABILITY OF UNLICENSED PERSONS

I have applied for employment or am employed with **HEARTS AT HOME SENIOR CARE** and understand my duties involve direct contact with an agency consumer. I have informed the agency of all names (maiden, aliases) I have used in the past.

The agency will not employ a person if the agency determines, as a result of a criminal history check, a person has been convicted of an offense listed in this chapter that bars employment or that a conviction is a contraindication to employment with the consumers the facility serves, and if the applicant is a nurse aide, until the facility further verifies that the applicant is listed in the nurse aide registry and verifies that the applicant is not designated in the registry as having a finding entered into the registry concerning abuse, neglect, or mistreatment of a consumer of a facility, or misappropriation of a consumer's property.

I have not been convicted of the following offenses:

Sec. 250.006. CONVICTIONS BARRING EMPLOYMENT.

A person for whom the facility is entitled to obtain criminal history record information may not be employed in a facility if the person has been convicted of an offense listed in this subsection:

Chapter 19, Penal Code (criminal homicide);
Chapter 20, Penal Code (kidnapping and unlawful restraint);
Section 21.02, Penal Code (continuous sexual abuse of young child or children), or Section 21.11, Penal Code (indecent exposure with a child);
Section 22.011, Penal Code (sexual assault);
Section 22.02, Penal Code (aggravated assault);
Section 22.04, Penal Code (injury to a child, elderly individual, or disabled individual);
Section 22.041, Penal Code (abandoning or endangering child);
Section 22.08, Penal Code (aiding suicide);
Section 25.031, Penal Code (agreement to abduct from custody);
Section 25.08, Penal Code (sale or purchase of a child);
Section 28.02, Penal Code (arson);
Section 29.02, Penal Code (robbery);
Section 29.03, Penal Code (aggravated robbery);
Section 21.08, Penal Code (indecent exposure);
Section 21.12, Penal Code (improper relationship between educator and student);
Section 21.15, Penal Code (improper photography or visual recording);
Section 22.05, Penal Code (deadly conduct);
Section 22.021, Penal Code (aggravated sexual assault);
Section 22.07, Penal Code (terroristic threat);
Section 33.021, Penal Code (online solicitation of a minor);
Section 34.02, Penal Code (money laundering);
Section 35A.02, Penal Code (Medicaid fraud);
Section 36.06, Penal Code (obstruction or retaliation);
Section 42.09, Penal Code (cruelty to livestock animals);
Section 42.092, Penal Code (cruelty to non-livestock animals); or

A conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed by this subsection.

A person may not be employed in a position the duties of which involve direct contact with a consumer in a facility before the fifth anniversary of the date the person is convicted of:

Section 22.01, Penal Code (assault), that is punishable as a Class A misdemeanor or as a felony;
Section 30.02, Penal Code (burglary);
Chapter 31, Penal Code (theft), that is punishable as a felony;

Section 32.45, Penal Code (misapplication of fiduciary property or property of a financial institution), that is punishable as a Class A misdemeanor or a felony;
Section 32.46, Penal Code (securing execution of a document by deception), that is punishable as a Class A misdemeanor or a felony;
Section 37.12, Penal Code (false identification as peace officer); or
Section 42.01(a)(7), (8), or (9), Penal Code (disorderly conduct).

In addition to the prohibitions on employment prescribed by Subsections (a) and (b) , a person for whom a facility licensed under Chapter 242 or 247 is entitled to obtain criminal history record information may not be employed in a facility licensed under Chapter 242 or 247 if the person has been convicted:

- (1) of an offense under Section 30.02, Penal Code (burglary); or
- (2) under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense under Section 30.02, Penal Code.

For purposes of this section, a person who is placed on deferred adjudication community supervision for an offense listed in this section, successfully completes the period of deferred adjudication community supervision, and receives a dismissal and discharge in accordance with Section 5(c), Article 42.12, Code of Criminal Procedure, is not considered convicted of the offense for which the person received deferred adjudication community supervision. The agency will review any criminal conviction listed on the DPS report to determine if the conviction(s) meets the criteria as an automatic bar for employment.

If the agency believes a conviction may bar a person from employment in the agency, the agency will notify the applicant or employee/contractor as applicable. The notification will include a statement informing the person he may contact DPS to request an opportunity to be heard concerning the accuracy of the criminal history record information.

A facility shall immediately discharge any employee who is designated in the nurse aide registry or the employee misconduct registry established under Chapter 253 as having committed an act of abuse, neglect, or mistreatment of a consumer of a facility, or misappropriation of a consumer's property, or whose criminal history check reveals conviction of a crime that bars employment or that the facility determines is a contraindication to employment as provided by this chapter.

The agency may request a criminal history conviction check on unlicensed employees at any time the agency determines appropriate. I understand the criminal history records and the information they contain will not be released or otherwise disclosed to any person or entity other than myself, except on court order or my written consent.

I certify the information on this form contains no willful misrepresentation and the information given is true and complete to the best of my knowledge.

Signature of Applicant

Printed Name

Date

I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information will result in my disqualification from consideration for employment or, if employed, my dismissal. I understand that this is not a contract, offer, or promise of employment and that if hired, I can be terminated at will, with or without cause, with or without notice, at any time and for any reason, at the option of either **HEARTS AT HOME SENIOR CARE** or myself. I further understand that no supervisor, manager, official or representative **HEARTS AT HOME SENIOR CARE** and its related entities has the authority to enter into an employment contract or make any agreement, orally or in writing, contrary to the foregoing.

I have read, understand, and agree to this statement _____ (please initial here).

HEARTS AT HOME SENIOR CARE in considering my application for employment may verify the information set forth on this application, related papers or oral interviews and obtains additional background information relating to my background. I authorize all persons, schools, companies, corporations, law enforcement agencies and doctors to supply any information concerning my background that they may have whether or not it is on their records. I hereby release them and their company from all liability for divulging same. A photographic copy of this authorization shall be as valid as the original. If any of my given information is found to be false or misleading, I understand that I will be subject to dismissal at any time during the period of my employment without liability for wages or salary except such as may have been earned at date of such termination and I agree to hold **HEARTS AT HOME SENIOR CARE** and persons named herein blameless in that event.

I have read, understand and agree to this statement (please initial here). _____

HEARTS AT HOME SENIOR CARE is an equal opportunity employer and does not discriminate in its recruiting, selecting and hiring procedures because of race, color, gender, religion, national origin, age, sexual orientation or disability status nor does it discriminate with regard to Veteran status.

DATE: _____

SIGNED: _____