

Tender Home Care

An Oregon Home Health Care Company

2225 NW Stewart Ste #102 Roseburg, Oregon 97471

Office: (541) 229-6848

Fax: (541)391-4026

www.tenderhomecare.com

*Administrative / Office Staff / Scheduler
Application*

Incomplete Applications Will Not Be Considered.

Please Read Entire Application.

Void 6 months after the "Date" entered below and will be shredded after 14 months.

Name: _____ Date: _____

Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

How or Who Referred You? _____ Former THC Employee? Y N

Application at a Glance: (Check the box: Y = Yes and N = No)

1) Office Experience? Y N 6) Current Drivers License? Y N

2) Elderly Care Experience? Y N 7) Reliable Vehicle? Y N

3) Enjoys working with people? Y N 8) Current Automobile Insurance? Y N

4) Professional License? Y N 9) Bus / Bike / Non-Driver? Y N

License #: _____ 10) Works well in groups? Y N

Expires: _____ 11) Can You Pass A Drug Test? Y N

5) Other Certifications: _____

Skills Overview: (Check the Box: Y = Yes and N = No - You may be asked where you received training / experience)

Answering Phones / Takings Messages Y N Microsoft Word Y N

Copy Machine / Printers / Faxing Y N Excel Y N

Ordering / Taking Inventory Y N Outlook Y N

Typing Y N Documenting / Reports Y N

Internet / Email Y N Bill Pay / Invoicing Y N

Networking Y N Scheduling Y N

Filing Y N Other: _____

Availability: (Check Shift Preference) Daytime Shifts On-Call

Indicate Days and Provide Times Available including am/pm: (Example: ✓ Monday: 7am-10pm)

Monday: _____

Tuesday: _____ Saturday: _____

Wednesday: _____ Sunday: _____

Thursday: _____

Friday: _____

Employers References: (Incomplete Applications will not be considered.)

Provide three Employer References from the last ten years in relation to the position you are applying for. Phone and Fax Numbers must be current. Provide most recent employer first. If you cannot get the correct info you must notate why.

Employer: _____ Your Job Title: _____

Phone: _____ **Fax:** _____

Address, City and State: _____

Dates Employed From: _____ to: _____ Supervisor: _____

Starting Wage \$ _____ Ending Wage \$ _____

Reason for Leaving / Are you eligible for rehire? Y N

Job Duties: _____

Employer: _____ Your Job Title: _____

Phone: _____ **Fax:** _____

Address, City and State: _____

Dates Employed From: _____ to: _____ Supervisor: _____

Starting Wage \$ _____ Ending Wage \$ _____

Reason for Leaving / Are you eligible for rehire? Y N

Job Duties: _____

Employer: _____ Your Job Title: _____

Phone: _____ **Fax:** _____

Address, City and State: _____

Dates Employed From: _____ to: _____ Supervisor: _____

Starting Wage \$ _____ Ending Wage \$ _____

Reason for Leaving / Are you eligible for rehire? Y N

Job Duties: _____

Personal History: (Provide The Following Personal History In Order to Accurately Complete Your Required Background Check.)

List Street Addresses, Cities and States, and Dates Residing at These Locations for past 5 years:

<u>Addresses</u>	<u>City</u>	<u>County</u>	<u>State</u>	<u>Dates</u>

List Other Names You Have Used and Dates You Used Them - Including Maiden Name:

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Have You Been Convicted of a Crime, Pleaded Guilty, or No Contest? Y N

Details: date, charge, city and state incident happened, and details:

Authorization to Obtain Your Identity Verification Report / Background Check:

I hereby certify that the answers given by me to all the questions contained on this Employment Application are true and correct to the best of my knowledge. If employed by Tender Home Care, I will comply with all rules and regulations of the company. I agree to submit to a physical and/or drug examination if required. I have read and understand the purpose of this Employment Application. I also understand that if any fraudulent information is given on this Application it may be grounds for immediate termination from my position. I am providing complete and accurate information. Pre-employment screening fees may be applied.

I authorize Tender Home Care to obtain an Employment/Identity Report for employment purposes. I understand that these inquiry reports may include, but are not limited to: conviction records, motor vehicle records, references, and copies of prior personnel files. I understand that providing my Social Security number and birthday is voluntary. I authorize the use of this information for the purpose of national and/or state criminal history and background checks. I understand that I may be asked to provide further proof of Identity obtained from the Social Security Department if requested. Tender Home Care is an Equal Opportunity Employer. I understand that the job position I am applying for is placed equally without discrimination due to race, creed, color, religion, sex, national origin, sexual preference, handicap, or age.

Name: _____ Date: _____

Signature: _____

Social Security Number: _____ - _____ - _____

Birthday: _____ - _____ - _____

This Authorization is given pursuant to the Fair Credit Reporting Act, 15 U.S.C.1681b(b)(2)(B) .Note: The FCRA requires that an applicant must authorize in advance the procurement of an Employment/Identity Verification Report for employment purposes.

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This Authorization to Obtain Employment Verification / History must be signed before we can conduct References Checks on all Applicants.

AUTHORIZATION TO OBTAIN EMPLOYMENT VERIFICATION / HISTORY

I authorize my former and current employers to give any information they have regarding my employment, whether or not it is on their records, to Tender Home Care. I hereby release Tender Home Care and former and current employers from all liability and any damages for issuing said information.

Name: _____ Date: _____

Signature: _____

Section 5: Completed by subject individual				
15. Name: (last, first, middle)		16. Date of birth:	17. Gender: <input type="checkbox"/> M <input type="checkbox"/> F	18. Social Security or INS number: (voluntary)
19. All other names used: (Include maiden name.)			20. Driver's license or ID card: Number: _____ State: _____	
21. Mailing address:		22. Home or message phone:		
Street: _____ Apt: _____		23. During the past 5 years, have you been outside Oregon 60 days or more in a row? <input type="checkbox"/> Yes <input type="checkbox"/> No		
City: _____		If yes, list where:		
State: _____ ZIP: _____		City/state/country:	From: (month/year)	Until: (month/year)
24. Street address: (if different than mailing address)				
Street: _____ Apt: _____				
City: _____				
State: _____ ZIP: _____				
25. Have you ever been charged, arrested and/or convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If you answered yes, list all charges, arrests and/or convictions (adult and juvenile) and the outcome regardless of how long ago. Attach additional pages if needed.				
Date: (or estimate)	List each charge, arrest or conviction:	County:	State:	Outcome:
1.				
2.				
3.				
4.				
5.				
26. Provide a detailed explanation of all charges, arrests and convictions. (See "Questions to answer" in instructions.) This information may directly affect the outcome of this background check. Add additional pages if needed.				
I have read and understand the instructions for completing this form. I understand that a criminal records and abuse check will be completed on me and that the information may be shared with the person listed in section 1, box 1. My signature authorizes the Background Check Unit to request and receive any juvenile, police, court or investigation reports needed to complete this background check. In the event potentially disqualifying abuse is discovered, I will be notified at the address listed above and asked to provide additional information. I certify the information I have provided is correct and complete. I understand that if I provide false or incomplete information, my application may be closed or I may be denied the position. I understand the check may be repeated during the time I hold this position.				
27. Signature: _____				28. Date: _____