

Dear Applicant:

We sincerely appreciate your interest and desire to be part of our agency. Please note the requirements below for successful application with our agency. We are licensed by the State of Georgia and the following requirements MUST be met to process any application for employment, and subsequent hiring.

#### **REQUIREMENTS FOR APPLICATION**

- Complete application for employment, including a record of previous employment (*Form provided*)
- Documentation of at least three (3) references (*Form provided*)
- Copy of High School Diploma / Degrees
- Copy of Certifications / Licenses (Note: *the agency ONLY uses CNA's or equivalent in the performance of direct personal care services.*)
- Driver's License: Proof of age 18 years or older (21 years of age or older if applying for supervisory position)

#### **REQUIREMENTS FOR HIRING**

- Emergency Contact Information Form (*Form provided*)
- Signed affidavit that applicant has not abused, neglected or exploited a minor, elder, disabled or other vulnerable person (*Form provided*)
- Signed statement indicating the applicant's understanding and willingness to comply with confidentiality agreement requirements (*Form provided*)
- TB skin test or chest x-ray (*Form Provided*)
- Signed Job Description (*Form Provided*)
- Clear criminal background check (*Obtain from your local sheriff's department*)
- Documentation of Training (including First Aide/CPR can be completed online)
- Clear driving record (MVR) check (if job duties include transporting individuals served)

All applicable paperwork should be completed and returned to the HR department. We look forward to hearing from you.

Human Resources