

# Capital Care

*Gentle hearts & hands that love & care*

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## EMPLOYMENT APPLICATION

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The Mission of Capital Care's Home Care Services is to Advance Community Support and Opportunities for People Living with Disabilities

**Please read the following information CAREFULLY. Listed below are the expectations for employment at Capital Care. If you do not understand what is being listed, or feel you can not agree to these conditions, please speak with one of the representatives from Capital Care to review the situation.**

**Thank you!**

Capital Care's Home Care Services is an Equal Opportunity Employer. Applicants will be considered without regard to race, color, gender, religion, age, national origin, sexual preference, marital status, disability, or veteran status.

- If you are selected as a final candidate for a position at Capital Care it will be necessary for us to complete reference checks. **It is extremely important for you to fill in the employment application completely. Incomplete or incorrect information will delay the processing of your application and may result in your elimination as a candidate.** It is not acceptable to write "see resume" instead of completing the application form.
- Capital Care would like to take action regarding your application for employment as soon as possible. To shorten the process, **we request that you provide, within five days, two letters of reference** (one reference letter should be from a former or current supervisor and the other may be from a former or current co-worker) **both on business stationery with the writer's current telephone number included and copies of any work related licenses or certifications.**
- **Complete the reference sheets attached to the application.** These forms are designed to expedite the reference check process. It may also involve us talking to or receiving written information from individuals you have not identified on your application, but who are familiar with your work or related activities (i.e. a company's Human Resources Department). You only need to complete the top portion of the form (name, signature, date). The rest is to be completed by your references. Be sure to sign and date the application allowing your references to release the necessary information.
- **Sign and date the back of the application.** This indicates that you have given Capital Care express permission to complete background and reference checks relevant to the position for which you are applying.
- If hired by Capital Care, your employment is at will, and as such employment may be terminated at any time with or without cause.
- If hired by Capital Care, you may be asked to work varying shifts. You must therefore be flexible with your work schedule.
- As a condition of employment at Capital Care, all candidates must present three REQUIRED documents prior to attending Capital Care's orientation: (1) satisfactory Criminal History Check, (2) satisfactory state issued MVR Check, and (3) completed Health Assessment. These documents must meet Capital Care employment standards before employment can begin.
- All newly hired employees must complete a REQUIRED training period. Sessions will be held in accordance with individual program operations.
- As a condition of employment, all employees whose jobs require driving will be expected to do so.
- Once employed with Capital Care, all employees will be required to have an annual health screening. An annual MVR check is also required for those employees with driving as a requirement of the job.

- **I have read and understand the information above and, if hired, agree to comply with the conditions listed.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_