

APPLICATION FOR EMPLOYMENT

Position Applying for: RN LPN HHA GNA CNA OFFICE STAFF DSP
Type of Employment: FULL-TIME PART-TIME TEMPORARY ON-CALL
Time of Availability: MORNINGS NIGHTS WEEKENDS
Hours of Availability: _____

Basic Information

Name (*Last, First Middle Initial*): _____
Date of Birth: _____ Social Security Number: _____-_____-_____
Address: _____
City/State: _____ Zip Code: _____
Home Telephone: _____ Mobile: _____ Other: _____
Desired Start Date of Employment: _____ Are you willing to travel? Yes No
Are you authorized to work in the United States on an unrestricted basis? Yes No
EMAIL ADDRESS: _____

Personal Information

Gender: Male Female Marital Status: Single Married

In Case of an Emergency, Please Notify:

Name: _____ Relationship: _____
Home Telephone: _____ Alternative: _____

Educational History

Type of Degree Earned: High School Diploma G.E.D. College Grad. School
Additional Training: _____ Diploma/Degree? Yes No
Nursing School (*if applicable*): _____
City/State: _____ Zip Code: _____
Dates Attended: _____ To: _____

I hereby certify that all information provided above is true and correct to the best of my knowledge. By signing below I authorize MAKDREAM SERVICES LLC to investigate and verify the information.

Signature of Applicant: _____ Date: _____

For Office Use Only

Person Conducting Interview: _____ **Date:** _____

Employment History

1) Company/Client's Name:

Job Title: _____ Supervisor: _____

Address: _____

City/State: _____ Zip Code: _____

Start Date: _____ End Date: _____

Starting Pay: _____ Ending Pay: _____

Duties Performed: _____

Reason for Leaving: _____

Comments: _____

2) *Company/Client's Name:

Job Title: _____ Supervisor: _____

Address: _____

City/State: _____ Zip Code: _____

Start Date: _____ End Date: _____

Starting Pay: _____ Ending Pay: _____

Duties Performed: _____

Reason for Leaving: _____

Comments: _____

*Please attach additional sheet if you have more information to provide...

I certify that the information on this employment application is true and complete to the best of my knowledge, I understand that any misrepresentation, willful omission, false or misleading information is grounds for rejection of this application form, refusal to hire, withdrawal of an offer of Employment, or immediate discharge whenever discovered. MAKDREAM SERVICES LLC is authorized to conduct investigations, including verification of prior employment history and education. I also understand that employment is dependent upon receipt of acceptable employment history and satisfactory completion of a pre-employment health screening which will include illicit drug or alcohol testing and provision of documents required by the immigration reform and control Act of 1986. MAKDREAM SERVICES LLC does not discriminate against any qualified person because of age, race, color, religion, sex, national origin, disability or sexual orientation. By signing this application, I acknowledge that an offer of employment at P&J Care Inc should not be interpreted as an offer of continued or permanent employment.

Name (Last Name): _____

License Verification Form

Employee Name: _____ Discipline: _____

Social Security #: _____ - _____ - _____

Maryland

License #: _____ Status: _____

For Office Use Only

Verified By: Automated System Verbal Contact (*If verbal, complete the following. If not, skip.*)

Spoke With: _____ Title: _____

Verified By: _____ Date: _____

Title: _____

Comments: _____

District of Columbia

License #: _____ Status: _____

For Office Use Only

Verified By: Automated System Verbal Contact (*If verbal, complete the following. If not, skip.*)

Spoke With: _____ Title: _____

Verified By: _____ Date: _____

Title: _____

Comments: _____

Others

License #: _____ Status: _____

For Office Use Only

Verified By: Automated System Verbal Contact (*If verbal, complete the following. If not, skip.*)

Spoke With: _____ Title: _____

Verified By: _____ Date: _____

Title: _____

Comments: _____

Reference Form

The undersigned, having applied for a position with our company, hereby authorizes you to release any information necessary relating to employment. This hereby releases your organization unconditionally from all liability for damage whatsoever that might result from furnishing this information.

Section I: *(To be completed by Applicant)*

Name: _____
Company Name: _____ Position: _____
Supervisor's Name: _____ Telephone: _____
Dates Employed: _____ - _____

I acknowledge filing an application with MAKDREAM SERVICES LLC and authorize the release of information from my former employer.

Applicant Signature: _____ Date: _____

Section II: *(Supervisor, please confirm information in Section I and complete Section II.)*

Is the Applicant's position title correct? Yes No _____
(if no, please correct information)

Are the dates of employment correct? Yes No _____
(if no, please correct information)

Section II: Evaluation of Performance

Job knowledge/Technical skills: Excellent Good Fair Poor
Quality of work: Excellent Good Fair Poor
Ability to work with others: Excellent Good Fair Poor
Initiative: Excellent Good Fair Poor
Punctuality/Attendance: Excellent Good Fair Poor

Additional Comments: _____

Information Verified by: _____ Title: _____

Reference record completed by *(Authorized Representative)*: _____

Title: _____ Date: _____

Reference Form

The undersigned, having applied for a position with our company, hereby authorizes you to release any information necessary relating to employment. This hereby releases your organization unconditionally from all liability for damage whatsoever that might result from furnishing this information.

Section I: *(To be completed by Applicant)*

Name: _____
Company's Name: _____ Position: _____
Supervisor's Name: _____ Telephone: _____
Dates Employed: _____ - _____

I acknowledge filing an application with MAKDREAM SERVICES LLC and authorize the release of information from my former employer.

Applicant Signature: _____ Date: _____

Section II: *(Supervisor, please confirm information in Section I and complete Section II.)*

Is the Applicant's position title correct? Yes No _____
(if no, please correct information)

Are the dates of employment correct? Yes No _____
(if no, please correct information)

Section II: Evaluation of Performance

- Job knowledge/Technical skills: Excellent Good Fair Poor
- Quality of work: Excellent Good Fair Poor
- Ability to work with others: Excellent Good Fair Poor
- Initiative: Excellent Good Fair Poor
- Punctuality/Attendance: Excellent Good Fair Poor

Additional Comments: _____

Information Verified by: _____ Title: _____

Reference record completed by *(Authorized Representative)*: _____

Title: _____ Date: _____

CONFIDENTIALITY STATEMENT

Disclosure of confidential information gained through your employment by MAKDREAM SERVICES LLC is stated as an act of prohibited conduct subject to formal disciplinary action. Any information concerning a patient's illness, family, financial condition or personal peculiarities is strictly confidential. When a patient's history or condition is reviewed, it must be done in privacy with only those persons involved with the care of the patient. Any other information coming to you in the course of your work concerning another person or employee is also considered confidential and may not become the topic of conversation with others.

Print Name: _____

Signature: _____

Date: _____

Witness: _____
(MAKDREAM SERVICES LLC Representative)

Date: _____

EMPLOYEE CONFIDENTIALITY STATEMENT

I, _____, hereby agree and pledge that I will honor and respect
(Applicant's Name, Please Print)
the privacy and confidentiality of the agency, their clients and business associates. I will not divulge any information of any type obtained through my services as an employee of MAKDREAM SERVICES LLC . I agree not to discuss nor release any information obtained within the agency regarding any MAKDREAM SERVICES LLC clients, their medical record or any client's condition with any individual not directly associated with MAKDREAM SERVICES LLC , nor with MAKDREAM SERVICES LLC employees who are not directly associated with that client. I also agree that any information that is released regarding the client or client's record will only be done with proper authorization and/or in accordance with established agency policy for the release of the information: this includes, but is not limited to: the client's identity, description, medical condition, or addresses, the agency or their business associates, financial status or condition, or any and all commercial or private transactions of the agency.

My signature on this document indicates that I understand and I am aware of, and agree to abide by the aforementioned policies and that any breach will have significant consequences which may include suspension or termination of employment and/or civil prosecution.

Print Name: _____

Signature: _____

Date: _____

Witness: _____
(MAKDREAM SERVICES LLC Representative)

Date: _____

PERMISSION FOR PPD TEST

I, _____, voluntarily take the PPD test intradermally as a
(Applicant's Name, Please Print)
screening method for tuberculosis. I understand that a PPD test must be administered and read annually.
A chest X-Ray must be done every five years as a pre-requisite for employment at MAKDREAM SERVICES LLC .

I release MAKDREAM SERVICES LLC of any liability. I confirm that I have/have not had a PPD test within the last year; and I have no known allergy to the PPD test.

Print Name: _____

Signature: _____

Date: _____

Witness: _____
(MAKDREAM SERVICES LLC Representative)

Date: _____

DECLINATION OF MANTOUX

I, _____, have submitted or will submit documentation of a PPD
(Applicant's Name, Please Print)
test and results of said test. If an employee has a known history of having had a Positive Tuberculin test the Mantoux method, he/she may decline the Mantoux test. He/she must agree to give the agency documentation of a negative chest X-Ray within the past 12 months.

Print Name: _____

Signature: _____

Date: _____

Witness: _____
(MAKDREAM SERVICES LLC Representative)

Date: _____

UNIVERSAL PRECAUTIONS

(OSHA BLOODBORNE PATHOGENS, SECTION 1910.1030 OF TITLE 29, CODE OF FEDERAL REGULATIONS)

I, _____, am aware and understand that due to my occupation, I
(Applicant's Name, Please Print)

am at risk for exposure to blood or other potentially infectious materials. Therefore, I have been given proper instruction on OSHA regulation and requirements. I also understand and I am aware of Universal Precautions and know that as a requirement of my job description I will practice Universal Precautions as described in my job description.

Print Name: _____

Signature: _____

Date: _____

Witness: _____
(MAKDREAM SERVICES LLC Representative)

Date: _____

IN-SERVICE REQUIREMENT

It is the policy of MAKDREAM SERVICES LLC at each licensed employee or independent contractor attends a minimum of four in-service hours per year. This is best accomplished by doing one (3) hour in-service every three (3) months, for a total of 12 hours per year.

MAKDREAM SERVICES LLC offers a variety of in-services throughout the year. You will be notified of scheduled in-services by memo in your paycheck. OSHA, Infection Control, and Tuberculosis are required annually. These courses must be home care focused. Should you attend an in-service elsewhere (i.e. hospital, nursing home, and/or other agencies), we will gladly accept a copy of your attendance record/certificate and will credit you with that in-service requirement.

By signing below, you acknowledge and understand that you must comply with the above requirement to remain in an "Active Status" with MAKDREAM SERVICES LLC .

Print Name: _____

Signature: _____

Date: _____

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. It is strongly suggested that I be vaccinated for HBV. I understand that I may decline the vaccination and I also understand that not being vaccinated; I continue to at risk for acquiring and remain susceptible to HBV, a serious disease.

If in the future I continue to have occupational exposure to blood or other potentially infectious materials and want to be vaccinated with the HBV vaccine, I can receive the vaccination series at no charge to me.

MAKDREAM SERVICES LLC has explained to me that I continue to be at risk for HBV until such time that I am immunized.

Print Name: _____

Signature: _____

Date: _____

Authorized Signature: _____
(MAKDREAM SERVICES LLC Representative)

Title: _____

Date: _____

DRUG AND ALCOHOL POLICY AGREEMENT

It is the policy of MAKDREAM SERVICES LLC . that all its employees be free of the influence of alcohol and drugs. All employees must be fit for the duty physically and mentally, as is necessary to perform work in a safe and competent manner.

Possession, trading, manufacture and sale of illegal drugs or alcohol on the job are considered therefore, a violation of this policy.

Also, it is a violation of this policy to work under the influence of illegal drugs or alcohol.

Violations of this policy are subject to disciplinary action up to and including termination.

ACKNOWLEDGEMENT

I, ----- certify that I am not under the influence of drugs or alcohol, nor will I use or possess in anyway controlled substances (marijuana, heroin, cocaine, crack, hash etc). I understand that these examples do not cover all controlled substances. Failure to comply with this agreement may result in termination of my employment with MAKDREAM SERVICES LLC. I have been briefed and fully understand MAKDREAM SERVICES LLC drug and alcohol policy and I agree to fully comply with the provisions herein.

Employee Signature

Date

REQUIREMENTS FOR DIRECT SUPPORT PROFESSIONALS

The basic requirements for all employees and volunteers providing direct services are as follows:

- Be at least eighteen (18) years old or older
- Obtain an annual physical documentation from a physician or other health professional that he or she is free from tuberculosis
- Hepatitis B vaccination
- High school diploma or general education development (GED) certificate
- First Aid and CPR Certificate
- Credentials such as CAN, HHA, or other related certificates (optional)
- Complete pre-service and in-service training as described in DDS policy
- Have the ability to communicate with the person whom services are provided
- Be able to read, write, and speak the English language
- Participate in competency based training needed to address the unique support needs of the person, as detailed in his or her ISP
- Possess a social security card
- Possess a Drivers License or official ID
- A criminal background check