

# Exceptional Hearts Home Healthcare Application

Today's Date: \_\_\_\_\_

<b>Personal Data</b>				Email Address: _____	
Last Name	First Name	Middle	SSN		
Home Address	City	State	Zip		
Home Phone	Cell Phone	Pager			
Date of Birth ____/____/____					

<b>Emergency Contact Information</b>		
Name of Emergency Contact	Relation	Emergency Telephone Number

<b>Job Information</b>
------------------------

Position (Job Class) Applying for:

RN  
  LP/VN  
  CNA  
  HHA  
  Clerical  
  Other \_\_\_\_\_  
 Date Available: \_\_\_\_\_

**Work Experience/Skills**

Please list the number of years you have experience in each area (min 1 year exp.) and are clinically competent to work:

- |                                |                                    |                                     |   |
|--------------------------------|------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Burn  | <input type="checkbox"/> ENT       | <input type="checkbox"/> Pediatrics | <input type="checkbox"/> Detox/Drug Rehab |
| <input type="checkbox"/> L & D | <input type="checkbox"/> Rehab     | <input type="checkbox"/> Telemetry  | <input type="checkbox"/> Post Partum      |
| <input type="checkbox"/> MICU  | <input type="checkbox"/> Nursery   | <input type="checkbox"/> Psychiatry | <input type="checkbox"/> Orthopedics      |
| <input type="checkbox"/> NICU  | <input type="checkbox"/> Dialysis  | <input type="checkbox"/> Stepdown   | <input type="checkbox"/> Mother/Baby      |
| <input type="checkbox"/> PACU  | <input type="checkbox"/> Geriatric | <input type="checkbox"/> Oncology   | <input type="checkbox"/> Recovery Room    |
| <input type="checkbox"/> SICU  | <input type="checkbox"/> Pedi ICU  | <input type="checkbox"/> Neurology  | <input type="checkbox"/> Operating Room   |
| <input type="checkbox"/> CCU   | <input type="checkbox"/> Med/Surg  | <input type="checkbox"/> Open Heart | <input type="checkbox"/> Emergency Room   |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other     | <input type="checkbox"/> Other      | <input type="checkbox"/> Other            |

**Previous Facility Types Worked: Check All That Apply –**

Hospital  
  Hospice  
  Nursing Home  
  Rehab  
  Private Duty  
  Assisted Living / Residential Treatment

<p>Language Skills: <b>Other than English, please check any other languages you speak –</b></p> <p> <input type="checkbox"/> Spanish             <input type="checkbox"/> French             <input type="checkbox"/> German             <input type="checkbox"/> Other: _____         </p>	<p><b>Check the type of assignment you are available for:</b></p> <p> <input type="checkbox"/> Full-time             <input type="checkbox"/> Part-time             <input type="checkbox"/> Contract             <input type="checkbox"/> Travel         </p>
---	--

# Exceptional Hearts Home Healthcare Application

**Check the days of the week you are available to work:**

- Monday  
  Tuesday  
  Wednesday  
  Thursday  
  Friday  
  Saturday  
  Sunday  
 Holidays available to work: \_\_\_\_\_

License Type	License/Certification #	State	Expiration Date

Has your professional license ever been suspended, revoked or under investigation?  Yes    No  
 If Yes, Please explain: \_\_\_\_\_

**Certifications: Check all applicable certifications and enter expiration date:**

- ACLS   Expiration Date: \_\_\_\_\_     
  Other   Expiration Date: \_\_\_\_\_  
 BCLS   Expiration Date: \_\_\_\_\_     
  IV   Expiration Date: \_\_\_\_\_  
 CPR   Expiration Date: \_\_\_\_\_

**Work Experience: List all of your work experience beginning with your most recent job. You will be asked to explain all gaps in employment. Attach additional sheet(s) if necessary.**

Facility/Employer Name	Date Employed
Address	From: _____ To: _____
City/State/Zip	Title
Country	Unit
Number of Beds in Unit: _____	Name of Current Immediate Supervisor
In Hospital: _____	Telephone #:
Describe duties and specialty areas:	May We Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No – If no, why?
Pay Rate/Salary: Hourly _____ Yearly _____	If this was a travel assignment, name of agency:
Reason for leaving:	Supervisory Experience: <input type="checkbox"/> Yes <input type="checkbox"/> No – How often?
Are your employment records listed under another name? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what name?	

## Exceptional Hearts Home Healthcare Application

Facility/Employer Name	Date Employed From: _____ To: _____
Address	Title
City/State/Zip <span style="float: right;">Country</span>	Unit
Number of Beds in Unit: _____ In Hospital: _____	Name of Current Immediate Supervisor
Describe duties and specialty areas:	Telephone #:
Pay Rate/Salary: Hourly _____ Yearly _____	May We Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No – If no, why?
Reason for leaving:	If this was a travel assignment, name of agency:
Are your employment records listed under another name? <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, what name?	Supervisory Experience: <input type="checkbox"/> Yes <input type="checkbox"/> No – How often?
Facility/Employer Name	Date Employed From: _____ To: _____
Address	Title
City/State/Zip <span style="float: right;">Country</span>	Unit
Number of Beds in Unit: _____ In Hospital: _____	Name of Current Immediate Supervisor
Describe duties and specialty areas:	Telephone #:
Pay Rate/Salary: Hourly _____ Yearly _____	May We Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No – If no, why?
Reason for leaving:	If this was a travel assignment, name of agency:
Are your employment records listed under another name? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what name?	Supervisory Experience: <input type="checkbox"/> Yes <input type="checkbox"/> No – How often?

Please list any other work related information you think would be helpful to us in considering you for employment, such as specialized training, certifications, additional work experience, etc.

---



---



---



---

# Exceptional Hearts Home Healthcare Application

## Additional Information:

1. Are you legally authorized to work in the USA?  Yes  No
2. Can you pass a pre-employment drug test?  Yes  No
3. How were you referred to Exceptional Hearts Home Healthcare?  
 Newspaper  Trade Publication  Job Fair/Open House  Internet Site  
 Company Employee – Name: \_\_\_\_\_

I understand that I **must** report all accidents to my immediate supervisor **and** to Exceptional Hearts Home Healthcare - - No MATTER HOW SLIGHT.  Yes

I also understand that I must wear all required personal protection equipment (PPE).  Yes  
The penalty for not wearing PPE is disciplinary action, up to and including termination.

\_\_\_\_\_  
Signature

## **ACKNOWLEDGMENT** (*Please read carefully and sign*)

In signing this application, I certify that I have read and fully understand the questions asked in this application and that all answers given by me are true, accurate, and complete. I also understand that the omission, concealment, or misrepresentation of any fact on this application or during any interview for employment may jeopardize my chances for employment and be cause for my immediate dismissal from employment.

I give Exceptional Hearts Home Healthcare permission to use any information in this application to enable it and its agents to verify the information contained in this application I also authorize present and former employers, educational institutions I have attended, credit agencies, all references, and any other persons to answer all questions asked by Exceptional Hearts Home Healthcare with regard to any of the subjects covered by this application. I also understand that in connection with my application for employment or my employment, Exceptional Hearts Home Healthcare may conduct a criminal background investigation and that my employment may be contingent on the results of such investigation. I release Exceptional Hearts Home Healthcare, its agents, and all affiliated entities, as well as any person or situation that provides any information about me, from any and all liability whatsoever resulting from any such investigation or the disclosure of such information.

In consideration of my employment and of my being considered for employment by Exceptional Hearts Home Healthcare, I agree to abide by all rules and regulations, which I understand are subject to change at any time for any reason without prior notice. I also understand that if employed, I will be an employee at will and employed for no definite period of time. I understand that either Exceptional Hearts Home Healthcare or I can terminate my employment at any time, with or without cause and with or without advance notice. I further understand that no communication, whether oral or written, by any representative of Exceptional Hearts Home Healthcare, at any time, can constitute a contract of employment. No representative or agent of Exceptional Hearts Home Healthcare, has the authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

I am willing to submit to a physical examination, including the analysis for the detection of the use of unlawful drugs or substances in accordance with the applicable laws. If I receive an offer of employment I agree that my continued employment may be contingent on the results.

I understand that Exceptional Hearts Home Healthcare is not involved in the day-to-day supervision or decision concerning patient care or dentistry. This remains with the Professional as part of the Professional's practice. The Professional fully indemnifies Exceptional Hearts Home Healthcare against any and all liability and responsibility associated with his or her professional duties. The Professional maintains his or her license as required by law, professional liability coverage and other responsibilities as found under state prime contract law.

**I HAVE READ THE ABOVE AND FULLY UNDERSTAND IT.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_