

Helping Hand Caregivers Ltd.

Professional in home senior care

Dear Applicant,

Thank you for your application request. We are looking for reliable and dependable individuals who understand the important responsibility of caring for other human beings.

While there are some special skills required to assist elderly citizens, there are additional qualities that each of our employees must possess. We are looking for individuals who understand what it means to take care of those who have lost the ability to take care of themselves. Who are compassionate, caring, patient, honest, and motivated about helping the sick and frail in our communities.

Your job duties could include companionship, meal preparation, light housekeeping, medication reminders, bathing/grooming, transportation, and other reasonable requests.

Before you respond to this application you must be prepared to submit to a criminal background check, provide a DMV driving record and take a TB test at any local health agency.

It is mandatory that individuals chosen to care for our clients be clean and clear of any questionable background and health issues while offering a safe driving experience.

You must have an automobile and proof of current insurance to be considered.

We offer experienced non-certified individuals competitive hourly wages starting at \$9.00. CNA's start at \$10.00 per hour. Live-in caregivers can earn from \$100.00- \$120.00 per day depending on the case. We offer all Federal and State mandated employee benefits and an opportunity to participate in an employer sponsored, tax deferred, IRA retirement program.

Please mail you application and release form to Peggy Innes, 387 Hawthorne Ave., Gurnee IL. 60031

Sincerely,

Peggy Innes
Director, Caregiver Services



Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age sex, religion, disability, medical condition, national origin, or marital status.

Name		Date
Street Address		
City	State	ZIP
Phone	SSN	

Emergency Contact

Name	Phone
Address	Relationship

I am applying for a position as a

Have you ever been convicted of a felony?

☐ yes ☐ no

If yes, please provide details

Transportation:

Many caregiver positions require the caregiver to transport a client.

Do you have dependable transportation? <input type="checkbox"/> yes <input type="checkbox"/> no		Make and model car
License plate #	Driver license #	Auto insurance policy #
Insurance company	Insurance agent name	Insurance agent phone

Availability

Number of hours you would like to work	Times you are available to work	Any times <i>not</i> available to work	Can you be called at the last minute in case of emergency? <input type="checkbox"/> yes <input type="checkbox"/> no
Comments			



Education

High school	City/State	Dates
College	City/State	Dates
Other	City/State	Dates
Degrees/certificates		
Special skills or courses		

Experience

Discuss any training or experience working with the elderly
What would you like most about working with the elderly?
What would you like least about working with the elderly?

Skills

Please indicate whether you have assisted with or performed the following tasks for seniors.

Companion-ship	<input type="checkbox"/> yes <input type="checkbox"/> no	Vacuuming	<input type="checkbox"/> yes <input type="checkbox"/> no	Laundry	<input type="checkbox"/> yes <input type="checkbox"/> no
Bathing/dressing	<input type="checkbox"/> yes <input type="checkbox"/> no	Dusting	<input type="checkbox"/> yes <input type="checkbox"/> no	Grocery shopping	<input type="checkbox"/> yes <input type="checkbox"/> no
Grooming	<input type="checkbox"/> yes <input type="checkbox"/> no	Clean bathrooms	<input type="checkbox"/> yes <input type="checkbox"/> no	Cooking	<input type="checkbox"/> yes <input type="checkbox"/> no
Incontinence	<input type="checkbox"/> yes <input type="checkbox"/> no	Clean kitchen	<input type="checkbox"/> yes <input type="checkbox"/> no	Driving	<input type="checkbox"/> yes <input type="checkbox"/> no
Transfer assist	<input type="checkbox"/> yes <input type="checkbox"/> no	Bed linen changes	<input type="checkbox"/> yes <input type="checkbox"/> no	Medication reminders	<input type="checkbox"/> yes <input type="checkbox"/> no



Employment History

Please go back at least five years and tell us about your work history. Use reverse side of sheet if additional space is required.

May we contact your current employer?

☐ yes ☐ no

Company	From	To
Job title	Reason left	
Duties		
Supervisor	Phone	
Company	From	To
Job title	Reason left	
Duties		
Supervisor	Phone	
Company	From	To
Job title	Reason left	
Duties		
Supervisor	Phone	
Company	From	To
Job title	Reason left	
Duties		
Supervisor	Phone	



Business References

Name	Address	Relationship/Years Known	Local Phone #
Name	Address	Relationship/Years Known	Local Phone #
Name	Address	Relationship/Years Known	Local Phone #
Name	Address	Relationship/Years Known	Local Phone #
Name	Address	Relationship/Years Known	Local Phone #

Personal References

Name	Address	Relationship/Years Known	Local Phone #
Name	Address	Relationship/Years Known	Local Phone #
Name	Address	Relationship/Years Known	Local Phone #
Name	Address	Relationship/Years Known	Local Phone #
Name	Address	Relationship/Years Known	Local Phone #

CERTIFICATION AND RELEASE: I certify that I have read and understand the application note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentation of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer reporting bureaus, to verify any information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

Signature	Date
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For Office Use Only – Interviewer Comments

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