



# DIRECT CARE WORKER EMPLOYMENT APPLICATION

## APPLICANT INFORMATION

Name - First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Previously Held Names: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip

Phone - Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Are you over 18 years old?  Yes  No Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Emergency Contact Name and Phone: \_\_\_\_\_

Primary Language: \_\_\_\_\_ Secondary Language: \_\_\_\_\_

How did you hear about working for Consumer Direct? \_\_\_\_\_

How do you wish to be contacted?  Phone  Email  Mail

**Cell phone info**

Is it a Smart phone?  
 Yes  No

Is it Text capable?  
 Yes  No

## ADDITIONAL INFORMATION/EXPERIENCE

Current Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments/Explanations:
Current CPR certification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current First Aid certification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hoyer Lift experience? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you cover on short notice? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Any restrictions, such as working with certain pets, smokers, or heavy lifting? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## CRIMINAL CONVICTIONS

Have you ever been convicted of a crime?  Yes  No *(If yes explain convictions, dates, and sentences imposed. Convictions will not necessarily prohibit employment, but will be considered in relation to specific job requirements.)*

## LOCATIONS YOU CAN WORK/AVAILABILITY TO TRAVEL

Which areas are you willing to travel to for work (circle or list locations):

**Southern AZ/Tucson office:** Catalina | Green Valley | Marana | Oro Valley | Sabino Canyon | Sahuarita South Tucson | Three Points | Vail | Other: \_\_\_\_\_

**Northern AZ/Prescott office:** Ash Fork | Black Canyon City | Bullhead City | Chino Valley | Cordes Lakes Cottonwood | Eager | Flagstaff | Holbrook | Kingman | Lake Havasu | Mayer | Page | Parker | Prescott Prescott Valley | Quartzite | Sedona | Seligman | Snowflake | St. Johns | Williams | Winslow

Other: \_\_\_\_\_

**Yuma office:** \_\_\_\_\_

DAYS AND TIMES YOU ARE AVAILABLE TO WORK							
	SUN	MON	TUE	WED	THU	FRI	SAT
Start Time							
End Time							

**PROSPECTS LIST/ADDITIONAL ASSIGNMENTS**

Being listed on the Consumer Direct Care Network (CDCN) prospective DCW list (Prospects List) presents opportunities to connect you with additional CDCN members after your initial placement. Caregivers who are on the list may want more hours or may need a more permanent assignment. We use this list as a tool for long term, short term, and emergency employment needs. The Prospects List includes your name, phone number, availability and area of town that you wish to work. When a member needs help recruiting a caregiver, we provide them with the list or assist them in finding a caregiver from the list. The member or CDCN may call caregivers from the list to set up interviews and/or schedule work times.

To remain in good standing with our agency you are expected to adhere to conditions contained in your DCW Training Manual – current TB test, CPR, 1st Aid, Continuing Education, background check and Support Coordinator reviews. Should your requirements lapse, you will be removed from the Prospects List. If you are not available for scheduled work after accepting an assignment, you must notify the member and the CDCN office. A no call/no show can result in removal from the Prospects List.

Your choice below will only affect your status on the Prospects List. Once employed with a member, you may continue working with that member even if you are removed from the list.

**I agree with and understand the above information regarding the Prospects List. I wish to:**

- Be included on the Prospects List.
- Not be included on the Prospects List. I am not interested in additional work after initial placement with a member. I understand that, by making this choice, I will not be eligible to file Unemployment Claims.

**EDUCATION**

Type of School	Name of School	Location (Complete Address)	Circle last grade completed	Major & Degree
High School			9   10   11   12	
			9   10   11   12	
College/ Business/ Trade School			1   2   3   4	
			1   2   3   4	



<b>WORK EXPERIENCE</b>			
Please list your work experience beginning with your most recent job held. If you were self-employed, give firm name. <b>Attach additional sheets if necessary.</b>			
Name of Employer:	Name of Last Supervisor	Employment Dates	Pay or Salary
Address:		From: To:	Start: Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			

Name of Employer:	Name of Last Supervisor	Employment Dates	Pay or Salary
Address:		From: To:	Start: Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			

Name of Employer:	Name of Last Supervisor	Employment Dates	Pay or Salary
Address:		From: To:	Start: Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			





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REFERENCES		
List three references that can verify your character and work history <i>(Required per Arizona Health Care Cost Containment System Medical Policy Manual Chapter 1200)</i> .		
<b>1. A Previous Employer</b>	Reference Name: _____	Phone: _____
Company Name: _____		Applicant Employment Dates: _____
Reference Title: _____		Applicant Job Title: _____
Additional Information: _____		
<b>2. Personal or Professional</b>	Reference Name: _____	Phone: _____
Reference Title: _____		Relationship: _____
Additional Information: _____		
<b>3. Personal or Professional</b>	Reference Name: _____	Phone: _____
Reference Title: _____		Relationship: _____
Additional Information: _____		

PLEASE READ CAREFULLY
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Neither the acceptance of this information nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment or to confer any right to remain an employee of this company. The relationship cannot be altered except by a written instrument signed by the President of the Company. If employed, I understand that the company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. **I understand that misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice.** I authorize the investigation of all matters contained on this form and hereby give the Company permission to contact schools, previous employers, references, and others, and hereby release the Company from any liability as a result of such contact. If I am hired, this Authorization will remain on file. It will be used to get updated information about me from Central Registry during my employment. A photocopy or facsimile of this Authorization is valid as the original.

The Fair Credit Reporting Act requires us to advise you that, in connection with our routine processing of your employment information, we may request from a consumer reporting agency an investigative consumer report including information as to your character, general reputation, personal characteristics, and mode of living. Upon written request from you, we will provide you with additional information concerning the nature and scope of any report requested by us.

I understand that my employment with this company shall be probationary for a period of up to **180 days**, during which my employment relation with the company is terminable at will for any reason by either party.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

This company is an equal opportunity employer and considers applicants on the basis of qualification without regard to gender, race, color, disability, national origin, religion, age, sexual preference or any other basis prohibited by city, state or federal law.

