Azaria's Home Assistant Agency

Employee Application Form

1. Personal Information		
Full Name:		
Address:		
City/State/ZIP:		
Phone Number:		
Email Address:		
Date of Birth:		
Social Security Number (Last 4):		
2. Position Information		
Position Applying For:		
Desired Start Date:		
Employment Desired: ■ Full-time ■ Part-time ■ PRN		
Are you legally authorized to work in the U.S.? ■ Yes ■ No		
Have you ever been employed with us before? ■ Yes ■ No If yes, when?		
3. Education & Certifications		
School/Program City & State Dates Attended Degree/Certificate		
Certifications or Licenses (CNA, CPR, First Aid, etc.):		
Expiration Dates:		

4. Work Experience
Employer Position Dates Supervisor Phone Reason for Leaving
5. Background Information
Have you ever been convicted of a felony? ■ Yes ■ No If yes, please explain:
Are you willing to undergo a background check? ■ Yes ■ No
Are you willing to undergo drug testing? ■ Yes ■ No
6. Availability
Sunday Monday Tuesday Wednesday Thursday Friday Saturday
7. Emergency Contact
Full Name:
Relationship:
Phone Number:
Address:
8. References (Non-family)
Name Relationship Phone Email

9. Applicant Statement

I certify that the information provided in this application is true and complete to the best of my knowledge. I authorize

	my information and conduct any necessary
background checks.	
Signature:	Date:

Employee Do's and Don'ts, Certification, Employee Qualifications & Background Check Requirements

Employee Do's <

- Show professionalism at all times be respectful, punctual, and maintain a positive attitude.
- Follow the care plan for each client exactly as written.
- Maintain client confidentiality and respect their privacy at all times.
- Communicate clearly with supervisors about client updates, incidents, or concerns.
- Document accurately all visits, activities, and observations on time.
- Wear proper attire clean uniform, badge, and follow agency dress code.
- Be compassionate and patient treat every client with dignity and kindness.
- Keep work areas tidy and ensure the client's environment is safe and comfortable.
- Participate in ongoing training and certification renewals as required.
- Report emergencies immediately to the administrator or on-call supervisor.

Employee Don'ts X

- Do not administer medication or perform medical tasks (we are a non-medical agency).
- Do not discuss personal issues, finances, or personal relationships with clients.
- Do not accept money, gifts, or tips from clients or family members.
- Do not use your cell phone while on duty except for emergencies or work-related communication.
- Do not smoke, or sleep in a client's home unless authorized in the care plan.
- Do not bring friends, family, or children to a client's home unless authorized by client
- Do not ignore signs of abuse, neglect, or unsafe conditions always report them immediately.
- Do not falsify documentation or time sheets.
- Do not leave a client unattended unless cleared by a supervisor.
- Do not engage in unprofessional behavior such as arguing, gossiping, or being late repeatedly.

Employee Qualifications

All employees must meet the following qualifications to work at Azaria's Home Assistant Agency:

Minimum Age: 18 years or older

Education: High school diploma or GED preferred; additional coursework in healthcare or caregiving preferred

Experience: Prior experience in caregiving, home assistance, or related field preferred

Transportation preferred

Skills:

Strong interpersonal and communication skills

Ability to follow detailed care plans

Patience, compassion, and professionalism

Basic housekeeping and meal preparation skills

Certifications: Current CPR, First Aid, TB Test Clearance, and other certifications as listed in the Required Certifications section

Background Check: Must pass a comprehensive background screening (see Background Check Policy)

Physical Requirements: Ability to lift, assist, or support clients safely, as needed

Required Certifications & Documents

- 1. CPR Certification American Red Cross or American Heart Association
- 2. First Aid Certification Red Cross or local training centers
- 3. TB Test Clearance local health department or clinic
- 4. Caregiver or Personal Attendant Training Texas HHS or CareAcademy
- 5. HIPAA / Client Confidentiality HIPAAtraining.com
- 6. Infection Control & Universal Precautions OSHA.com or agency training
- 7. Orientation & Policy Acknowledgment Form provided during onboarding
- 8. Valid State ID or Driver's License and Social Security card
- 9. Proof of Eligibility to Work in the U.S. (I-9 Verification)

Background Check Policy 🔍

All employees must pass a background check before hire, including:

- Criminal background screening (state and federal)
- Sex offender registry check
- Verification of past employment and references
- Ongoing re-screening as required by Texas HHS

Background checks are conducted through the Texas Department of Public Safety (DPS) and approved providers such as IdentoGO (www.identogo.com).

Approved By:

Jamelah Baldwin

Administrator, Azaria's Home Assistant Agency Date: October 15, 2025