

# SPECIALT

“Caring is our Specialty”

Integrity ○ Customer Service ○ Innovation ○ Teamwork

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Dear Applicant,

We are pleased that you are applying for a position at Specialty. We are continually in need of many qualified people for home health care. Due to State Regulations, we are not able to schedule you for an orientation until the following has been accomplished.

Auto Insurance	We need proof of current liability insurance of your automobile. We will make a copy.
Driver's License	All employee's must have a valid driver's license. We need to make a copy of your license.
Social Security Card	Your Social Security card or birth certificate is required. We will need to make a copy of one of the two.
Physical	You will need to obtain a physical after offer of employment and prior to scheduling of your orientation. If you have had a physical in the last 180 days this may be acceptable. We will provide you with a form. (Field Staff Only)
TB/Mantoux Test	After offer of employment and prior to scheduling you for orientation, we need proof that you had a TB test this 30 days and are free of communicable disease. If you have not had one, you will need to obtain one. We can administer a TB test at your request. (Field Staff Only)
CPR	All home health care field staff employees are required to have current CPR certification. (It is renewable on an annual basis.) We have classes monthly.
References	We need two work references from someone who has supervised you in a work setting. Please fill out the top portion of the reference request forms in the job application packet.
Resume	A resume covering your education and past work experience is required.
Test	You will be asked to test in the area of your experience and must meet our score requirement

As soon as the above items are provided, we can proceed further with your application process. Thank you for your interest in Specialty.

Sincerely,

Sarah Claycomb, RN, BSN  
Owner / Administrator