

Achieve Healthcare

7533 Sunwood Drive NW, #212
Ramsey, MN 55303

Phone: 763-913-1325
Fax: 866-726-3973

APPLICATION FOR EMPLOYMENT

Name of Client for whom you will provide PCA Services: _____

PERSONAL

PRINT NAME		

Last
First
Middle

ADDRESS			

Street
City
State
Zip

CONTACT INFORMATION		

Home Phone
Cellular Phone
Email Address

BACKGROUND STUDY SUBMISSION INFORMATION

Height: _____' _____"	Weight: _____ lbs	Eye Color: _____	Hair Color: _____
Social Security Number:	_____ - _____ - _____ *please provide a copy of your card		
Date of Birth:	____/____/____ Are you at least 18? Yes <input type="checkbox"/> No <input type="checkbox"/>		
MN Driver's License #:	_____		
Place of Birth:	City: _____	State: _____	
PCA Certification #:	Date Passed: ____/____/____ PCA _____		
Other Names Used:	_____		
Have you lived outside of Minnesota within the past five years?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, see below:		
If yes, please provide city and state and from-to dates: <i>Example: Tavernier, Florida 6/2013-12/2015</i>			
City	State	From: month / year	To: month / year
City	State	From: month / year	To: month / year
City	State	From: month / year	To: month / year

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OFFICE USE ONLY

BGS ID: _____
 BGS Approval Date: _____
 PCA Certification Date: _____
 Mantoux Submitted:

EDUCATION

Name of Educational Institution	Location	Curriculum/Major	Highest Grade/Degree	Completed Y/N
High School				
College or University				

REFERENCES:

Please list the names of two individuals not related to you and whom you have known at least one year

Name	Address	Phone
1)		
2)		

Achieve Healthcare does not discriminate because of race, color, creed, national origin, disability, age, sex, marital status or religion. Our policies are administered based on your qualifications, experience and performance in your job.

PLEASE READ THIS SECTION BEFORE SIGNING**FALSIFICATION OF RECORDS**

I completed this application and I certify that the information in this application is correct to the best of my knowledge.

RELEASE OF INFORMATION

I acknowledge that employment is contingent on the results of a criminal background study, fingerprinting and a photo ID. Therefore, I authorize Achieve Healthcare to investigate the truthfulness of all statements made on this application and contact my former employers and other listed references or any other person who can verify information. I give my consent for all contacted persons including former employers to provide information concerning this application, and I release each such person from liability for providing information to Achieve Healthcare.

PROBATIONARY PERIOD

A PCA's first ninety (90) days of employment are on a trial basis and are considered a continuation of the employment selection process. The ninety (90) day probationary period provides the Company and Recipient an opportunity to observe and evaluate the capacity of the PCA, which includes the PCA's ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the PCA's work habits and conduct, including attendance and the PCA's relationship with the Recipient in his/her home working environment.

During this probationary period, the Company or Recipient may terminate employment immediately, with or without cause and with or without notice. Likewise, the PCA may also terminate his or her employment with the Company or Recipient at any time, with or without notice and with or without cause.

This 90 day probationary period is not a term of employment and is not intended, nor does it, impact the at-will nature of the relationship between the Company and the PCA. The 90 days begins on the first date that the PCA submits hours for services provided to the Recipient (following successful completion of his/her criminal background study and online PCA certification training).

Applicant Signature

Date

Achieve Healthcare requires a copy of employee's Social Security card and Driver's License. This must be in your personnel file before you will receive your first paycheck.