

DAC APPLICATION TO PROVIDE ASSISTANT SERVICES

Note – Two letters of reference are **recommended**

NAME _____ ADDRESS _____

CITY _____ STATE: _____ ZIP _____ PHONE(s) _____

WORK EXPERIENCE

Company/Individual How Long?	Phone Number	Position
1. _____		
2. _____		
3. _____		

PERSONAL REFERENCES

Name	Phone Number	Relationship
1. _____		
2. _____		
3. _____		

Have you completed a criminal background check in the last year? YES NO
If yes, what date? _____

Would you be able to assist in transferring an individual who uses a wheelchair? YES NO Are you a CNA? YES NO

Do you have reliable transportation? YES NO Are you at least 18 years of age? YES NO

Availability (Please circle all that apply) FULL-TIME PART-TIME WEEKENDS EMERGENCY

Please indicate the areas in which you would like to work (Please circle all that apply)
ST. MARIES KELLOGG HAYDEN SANDPOINT BONNERS FERRY COEUR D'ALENE

Please list any skills, which you think would be beneficial to this position

Limitations or conditions of employment (i.e. certain hours, gender)

Please indicate our comfort level (as best you can): Check all that apply

- No personal care – housekeeping, laundry, shopping, transportation, cooking
- Some personal care – bathing, toileting (assist), dressing, mobility
- Complete care – toileting, bowel program, catheter, feeding, etc.

Please list hobbies and interests

Once we receive this application, the information will be put in our registry and will be sent out in our monthly mailings to our customers and as requested. Most of the time, the potential employers will call you themselves. In some rare cases, DAC staff will call you for an interview with the employer.

If an employer selects you, contacting DAC staff at your local office (see below) BEFORE you start to work is REQUIRED. You must make arrangements to complete paperwork BEFORE you start. If this is not done, you will not be paid for any work done before paperwork is completed. Depending on your experience and whether or not you have a current background check, you may or may not be able to start on the same day you do paperwork.

The fee for obtaining a background check is \$48 or \$10, depending on how long it has been. If you need a background check, you will make an appointment with Health and Welfare when you come into DAC to fill out paperwork. You will know when you can start work after meeting with DAC staff.

Training is not a billable service for our Medicaid/Medicare customers, so if one of our customers asks you to come in for training, you need to know that you will not be paid for it. It is a federal regulation that two people cannot work and be paid for doing the same job at the same time. If two people have worked at the same time, neither person will get paid until the matter is resolved, by our customer.

I HEREBY AUTHORIZE DAC TO RELEASE THIS INFORMATION FOR PURPOSES OF EMPLOYMENT. I CERTIFY THIS INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE _____ DATE _____

***IF YOU FIND EMPLOYMENT, PLEASE NOTIFY US AS SOON AS POSSIBLE SO WE CAN UPDATE OUR FILES. OTHERWISE, YOUR APPLICATION WILL BE ACTIVE IN OUR DATABASE FOR SIX MONTHS.**

Office Use only: Registry Other agencies