



Infinity Healthcare Services, LLC  
Job Application Ckeck List

**Thank you for applying with us. Please complete the following forms in this packet.**

<ol style="list-style-type: none"> <li>1. APPLICATION</li> <li>2. APPLICANT REFERENCE CHECK</li> <li>3. RECEIPT OF JOB DESCRIPTION</li> <li>4. HHA/CAN COMPETENCY TEST</li> <li>5. DIRECT DEPOSIT FORM</li> <li>6. W-4</li> <li>7. I-9</li> <li>8. SKILLS CHECKLIST</li> <li>9. HHA SCOPE OF PRACTICE</li> <li>10. CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION</li> </ol>	<ol style="list-style-type: none"> <li>11. FIELD EMPLOYEE STANDARDS AND PROCEDURES</li> <li>12. CONFIDENTIALITY OF CLIENT INFORMATION</li> <li>13. ELECTRONIC DOCUMENTATION AND SIGNATURE AUTHENTICITY AGREEMENT</li> <li>14. CORPORATE COMPLIANCE POLICY</li> <li>15. REQUIRED HIPPA CONFIDENTIALITY AGREEMENT</li> <li>16. CONFIDENTIALITY AND NON-COMPETITON AGREEMENT</li> <li>17. STATEMENT OF GOOD HEALTH</li> <li>18. HEALTH STATEMENT</li> <li>19. HEPATITIS VACCINE REQUIREMENT</li> <li>20. TB TARGETED MEDICAL QUESTIONNAIRE FORM</li> </ol>
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**PLEASE PROVIDE THE INFORMATION BELOW FOR YOUR FILE**

**1) MUST HAVE ITEMS BEFORE INTERVIEW AND HIRE**

- SOCIAL SECURITY CARD **(Required)\***
- DRIVERS LICENSE OR STATE ID **(Required)\***
- HEALTH PHYSICAL **(Required)\* ( Within the Last Year)**
- 2 STEP PPD or Chest X-Ray **(Required)\***
- Resume **(Required)\***
- FEDERAL FINGERPRINT & BACKGROUND **(Required)\***
- CPR CARD **(Required)\***
- HHA, CNA, PCA CERTIFICATION: **(Required)\***
- AUTO INSURANCE CARD

<p>FEDERAL FINGERPRINT &amp; BACKGROUND: All Employees are required to have a Federal Fingerprint Background Check before Date of Hire. Below please find the nearest location to get your background check done. If you have any questions, please contact our office.</p> <p><b><u>Steps to Follow:</u></b></p> <ul style="list-style-type: none"> <li>• Register with identoGo By Calling 844 – 321 – 2101</li> <li>• Provide IdentoGo with Aging <b>Service Code: 1KG8RJ</b></li> <li>• Provide IdentoGo with <b>Facility ID: 13633</b></li> <li>• Go to <a href="http://www.identoGo.com/locations">www.identoGo.com/locations</a> to find the nearest location near you to get the fingerprinting doneBring a receipt to the office (300 W Trenton Ave Morrisville PA 19067) or Fax it to 267 – 799-4512 (Attn D.O.N)</li> </ul> <p>If you have any questions please go to <a href="http://www.infinityhealthcareservices.com">www.infinityhealthcareservices.com</a> and click on the career page for more information.</p>	<p>HHA, CNA, PCA CERTIFICATION: For Pennsylvania employee who are not certified or licensed please complete the PA Direct Caregiver training and submit a copy of your certificate upon hire.</p> <p><a href="http://services.dpw.state.pa.us/pch_comptest/">http://services.dpw.state.pa.us/pch_comptest/</a></p> <p>If you have any questions please go to <a href="http://www.infinityhealthcareservices.com">www.infinityhealthcareservices.com</a> and click on the career page for more information.</p>
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