



## ***PARA PROFESSIONALS (C.N.A/HHA) PRE EMPLOYMENT CHECK LIST***

### Have submitted copies of the following?

- Completed employment application
- Submit a Word format resume
- License and or certificates (License or Certification will be verified by this Agency).
- Complete and sign I-9 form and present two forms of proof legal status -Original documents only
- Level 2 Criminal Background check (less than 2 years) and local Sherriff BGS are required
- Download and Sign BGS Privacy Policy Form
- HIV/AIDS Certificate (ORIGINAL 4 hrs and Update)
- Domestic Violence Certificate
- Driver License
- Auto Insurance
- Social Security Card
- Provide at least two verifiable work references, please include telephone numbers
- Provide at least two written character references; please include telephone numbers (form is located on our website).
- Submit pre-employment Physical from a Doctor showing results for following tests:
  - MMR - Measles, Mumps and Rubella
  - TB –if positive follow-up Chest X-ray is required
- Submit copies of current First Aide CPR Certification & Annual Fire Safety & Infection Control in-service Certificate. If you do not have these training AHCA allows you 30 days post-employment to obtain. Please note that First Aide CPR taken online is not accepted.

NOTE: Where applicable, contractors are required to attend 12 hours In-service training annually.

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Once an offer of employment is made and accepted you are required to do the following prior to being assigned to any case:

- Attend Orientation
- Sign offer of employment
- Sign Independent Contractor's Agreement
- Read and sign a Covenant Not to Compete agreement
- Complete direct deposit form (this is mandatory, checks are not issued)