



Camelot Home Care LLC Application

Basic Information:

Today's Date:

Name:

Address:

Phone Number:

Birth Date:

Social Security Number:

Driver's License number and Issuing State:

Email:

Position applying for:

PSS Certified?:

Have you ever applied to work for Camelot Home Care before?

Do you have any relatives that work for Camelot Home Care?

Are you 18 years of age or older?

Job Skills/Qualifications: Please list any applicable skills you possess for this job position

Education and Training:

High School Name:

Graduation Year:

College/ University Name:

Graduation Year:

Vocational/Specialized Training:

Graduation Year:

Previous Employment:

Employer Name:

Job Title:

Supervisor Name and Phone Number:

Employer Address:

Dates Employed:

Reason for Leaving:

Employer Name:

Job Title:

Supervisor Name and Phone Number:

Employer Address:

Dates Employed:

Reason for Leaving:

References: Please provide 2 references below:

Name and phone number:

Relationship to reference:

Name and phone number:

Relationship to reference:

Employee Availability: Please list the towns, # of hours, days and times you are able to work

Town(s):

Desired # of hours:

Preferred days:

Preferred start time:

Emergency Contact Information:

Name and phone number:

Address:

Relationship:

Applicant Signature

Date

For Office use ONLY

Date and Time of arrival

Date and Time completed

Date and Time of arrival

Date and Time completed

Date and Time of arrival

Date and Time completed

Total time:



Hiring Checklist

- Office Hours: Sandy M-F 8:00 am-2:00 pm 207-754-4807
Alivia M-Th 8:00 am-2:00 pm 207-754-9858
- Application: Availability/location, Tax forms, Banking info, HIPAA, Background Check, I9 forms of ID
- Orientation
- Handbook: Section 7
- Timesheets: How to fill out, where to send
- Sandata: EVV requirements, Sandata Mobile Connect/ Call in method/ Service codes
- PSS Certificate: Saco River, given timeframe
- Payroll: Bi weekly, Quickbooks, online pay stub viewing, wage
- Demonstration of Competency
- Supervisor visits - every 30 days for first 3 months
- Annual Performance Review
- Individualized Service Plan

Notes:
