



3707 Latrobe Drive, Suite 460, Charlotte, NC 28211 • Phone 704-366-6522 • Fax 704-366-6529

APPLICATION

Last Name	First Name	Middle Initial	
Address	City	State	Zip Code
E-mail	Home Phone	Business Phone	Cell/Pager

Services or Job(s) Applied for: _____

What hours are you available? _____

- How did you become aware of HeartSpring, Inc.?
- Website Word of Mouth
 Customer Choice (who? _____)
 HeartSpring Direct Support Professional, family or Other (who? _____)
 Other: _____

Are you eligible to work in the United States? _____
 Do you have documentation to prove citizenship, permanent residency (“green card”), or current work visa? _____ Please note: documentation will be required prior to being offered a position.

Have you ever filled out an application with this agency? ___ YES ___ NO
 Are you related to a DSP receiving services from of HeartSpring, Inc.? ___ YES ___ NO
 If “YES,” list name and relationship: _____

School	Name & Location	Dates Attended	Degree/Major	Year Graduated
High School				
College/University				
Graduate or Professional				
Other Technical/Vocational Internships, etc.				

***For some positions you may be asked to provide a transcript.**

List fields for which you are licensed, registered, or certified. Give dates and sources of issuance.

HISTORY:

Current or Last Position: _____

Address & Telephone #: _____

Position Title: _____

Supervisor: _____

Dates of Position: _____

Responsibilities: _____

Previous Position: _____

Address & Telephone #: _____

Title: _____

Supervisor: _____

Dates of Position: _____

Responsibilities: _____

Previous Position: _____

Address & Telephone #: _____

Title: _____

Supervisor: _____

Dates of Position: _____

Responsibilities: _____

Previous Position: _____

Address & Telephone #: _____

Title: _____

Supervisor: _____

Dates of Position: _____

Responsibilities: _____

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying. If yes, explain fully.) YES NO

Have you ever been disciplined or discharged for? YES NO
 Absenteeism? YES NO
 Alleged child/client abuse, neglect, exploitation, or involvement? YES NO
 Tardiness? YES NO
 Serious infraction of company policy? YES NO
 Failure to notify company of absence? YES NO
 Workplace violence? YES NO

Give an explanation for any "YES" answers indicated in the above two sections: _____

CHARACTER REFERENCE (Please indicate two professional and two personal. No relatives are to be included.)

Name _____

Address _____

City _____ State _____ Zip Code _____

Day phone number _____ Evening Phone Number _____ Relationship to you _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Day phone number _____ Evening Phone Number _____ Relationship to you _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Day phone number _____ Evening Phone Number _____ Relationship to you _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Day phone number _____ Evening Phone Number _____ Relationship to you _____

I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of or, if employed, termination of employment.
2. The company will make a thorough investigation of my entire work and personal history and may verify all data given in my application, related papers, or oral interviews. I authorize such investigation and the giving and receiving of such information. I understand that falsification of data so given, or any other derogatory information discovered as a result of this investigation may prevent my being hired or, if hired, my subject me to immediate dismissal.
3. My position or employment is “at will” and may be terminated by this company at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by management at any time, I agree to submit to search of my person or of any personal space that may be assigned to me, with cause, and I hereby waive all claims for damages on account of such examination, at company expense, at any time to determine if I am physically fit for the position I am to perform, and I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of the position for which I am being considered prior to beginning services or employment or in the future during my service provision or employment with the company.
4. My position may not begin until I have attended new provider orientation and attain certification for completion of all training required of privileging.
5. This is an application for service provision in which a contract will be provided or in the case of employment, no employment contract is being offered.
6. If I am employed, such employment is for an indefinite period of time and the company can change wages, benefits, and conditions at any time.
7. If I am accepting a contract position, the terms of the contract will be reviewed as necessary.
8. I must meet all eligibility requirements for work in the United States and have documentation to prove citizenship, permanent residency (“green card”), or current work visa status.

Certification of Application

I hereby certify that all statements made in this application and my attachments to it are true. I understand that any misstatement, misrepresentation, or omission of fact may be cause for my application not to be considered; or if I have been employed, may be cause for my immediate dismissal. I authorize the President/CEO of HeartSpring, Inc., or his designee to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I further understand that any offer of employment is conditional upon passing a physical examination, drug test, criminal background check, and driving record check.

I have received and agreed to abide by the above stated policies.

Applicant Signature

Date

Prior to service provision we must have all the following documents in your file in addition to the necessary training. If you do not have these documents, please begin obtaining them now.

When you turn in this application you must at minimum give copies of your Social Security Card and Driver's License for background checks.

1. **Social Security Card** (MUST be the card issued by Social Security) – If you have lost your card, please reapply at Social Security and attach verification provided by Social Security that a new card has been requested. Once the card is received, it MUST be provided to HeartSpring, Inc.
2. **Driver's License** (Current and valid). If transportation is a position function, or state issued picture identification card, if transportation is not required and you do not have a Driver's License.
3. **Auto Insurance Declarations Page** showing amounts of Vehicle Insurance coverage in the event that transportation is to be a job function.
4. **CPR and First Aid Certification** (CPR/First Aid cards or certificate)
5. **High School diploma** or equivalency – Verification of completion of at least high school or GED (copy of diploma, signed statement from school official, high school transcript, college diploma/transcripts, teaching certification, etc.). services cannot begin without receipt of this information. Note: If you have a **college degree** or for QP's, a copy of the college transcript is required.
6. **Alternatives to Restrictive Interventions** training — EBPI, CPI or other approved training.