

Applicant Profile			Date:		
Date Available To Sta	art:				
Last Name	F	First			
Middle	Other nam	es used			
Street address		F	Iome Phone	<u> </u>	
Job History (Mos	t Recent Firs	t)			
			from	to	
Major Duties					
				State	
				to	
				State	
				to	
Major Duties				60	
= -				State	
		=			
Education					
	City	V	Did voi	ı graduate	
Professional Certifica					
Foreign Languages Flue					
People Who Can			• —		
_	_		Phor	ne	
				State	
		=		State ne	
Address				State	
11441000		\mathcal{L}_{L}		~	



Other Important Information						
Do you have your own car for work?Make & Year						
Ever convicted of a crime? Descri	be:					
Limitations, which may affect your ability	to perform the job requirements:					
Notice Regarding Background Inv	estigation					
report" which may include information about your and/or mode of living, and which can involve pers friends, or associates. These reports may be obtain you are hired, throughout your employment. You I reasonable time after receipt of this notice, to request consumer report. Please be advised that the nature consumer report obtained with regard to applicant and/or employment history conducted by OPENor or another outside organization. The scope of this allowing Employer to obtain from any outside organizations are hired, through the consumer report now and, if you are hired, through	ect of a "consumer report" and/or "investigative consumer character, general reputation, personal characteristics, onal interviews with sources such as your neighbors, ned at any time after receipt of your authorization and, if have the right, upon written request made within a lest disclosure of the nature and scope of any investigation e and scope of the most common form of investigative as for employment in a investigation into your education aline, LLC PO Box 549 Columbus, OH 43216 (888)381-5655 notice and authorization is all-encompassing, however, inization all manner of consumer reports and investigative thout the course of you r employment to the extent of consider whether to exercise your right to request					
Acknowledgement and Authorizat	ion					
the fair credit reporting act and certify that I have authorize the obtaining of "consumer reports" and receipt of this authorization and, if I am hired, threwithout reservation, any law enforcement agency, university (public or private), information service that background information requested by OPENonla	read and understand both of those documents. I hereby /or "investigative consumer reports" at any time after oughout my employment. To this end. I hereby authorize, administrator, federal agency, institution, school or oureau, employer, or insurance company to furnish any and ine LLC, another outside organization acting on behalf of acsimile ("fax") or photocopy of this authorization shall be as					
Name of Authorizing Consumer:						
Social Security Number:	Date of birth:/					
Drivers License Number:	State Issued:					
Signature of Authorizing Consumer:						



Employee Availability

Employe	e Name: _					
□ SM(□ NO) □ PAF	<mark>l that app</mark> OKER N-SMOKE RT TIME LL TIME					
Please ch	neck the d	ays of the we	ek that you	ս "Can"	work.	
MONDAY		WEDNESDAY				SUNDAY
Please ch	neck the s	hifts that you	ı "Can" wo	rk.		
DAY		SWING			ight shift)	
Addition	alCommer	nts:				
•		is form I ack the next 90	_		to be availa	able for these
Employe	Employee Signature: Date:					



Caregiver Self Assessment

	First Aid	CPR	
	CNA	Homemaker Companio	
Ra	ite your skill l	evel for each skill liste	ed below using this scale:
2. 3. 4.	No knowledge A little knowledge Fairly knowledge Comfortably know Thoroughly know	able wledgeable	
	Basic housek	eeping (dishes, laundry)	Cooking
	Special Diets		Choking
	Making occup	pied beds	Dressing client
	Feeding patie	nt	Oral hygiene
	Bathes (bed b	eaths, showers)	Bed-ridden client
	Charting		Medication administration
	Vital Signs (T	PR, BP)	Lifting techniques
	Transfers usi	ng a gait belt	Pivot transfers
	Range of mot	on	Hoyer lift transfers
	Hospice Care		Strokes
	Catheter care		Incontinent care
	Client Confide	entiality	Diabetic control
	Multiple Sclei	osis	Alzheimer's disease
	Parkinson's d	isease	



Reference Inquiry

Previous Employer:				
Superviser Name				
Company:				
Address:				
City:	State:	Zip Code:		
Address:City:Primary Phone:	Alte	ernate Phone:		
Applicant Name at time of emplo	ovment:			
Position Held: (Check all that ap				
` -	- 0,	Homemaker	Companion	
CM1	onal Care Aide	Tiomemaker	Companion	
Dates of Employment: From:				
I acknowledge receipt of the Notice Reg credit reporting act and certify that I has of "consumer reports" and /or "investig hired, throughout my employment. To administrator, federal agency, institutionsurance company to furnish any and organization acting on behalf of Employauthorization shall be as valid as the o	ave read and understar gative consumer reports this end. I hereby auth on, school or university all background inform yer, and/or Employer i	nd both of those doc s" at any time after a orize, without reserve (public or private), action requested by	uments. I hereby authorize receipt of this authorization vation, any law enforcemen information service bureau OPENonline LLC, another of	the obtaining and, if I am t agency, a, employer, or outside
Applicant's Signature:	Dat	ce:	SS#	
Dear Previous Employer, Please fill out the information be Home Care 1). Verify that the above informa If no, please explain: 2). Were the duties performed ap	tion is correct: Yes	s No		u. Personal
If no, explain:				
3). Would you rehire this person If no, could you tell us w	? Yes No nv?			
Please rate your previous emplo each category)	yees work perform	ance on the follo	wing scale. (Check onl	y one for
	Above Average		Below Average	
Quality of the Work Performed	()	()	()	
Cooperation with Coworkers	()	()	()	
Dependability, Attendance	()	()	()	
Personal Traits and Habits	()	()	()	
Name of person giving reference				
Supervisor Comments from pho	ne reference:			
If you need more room, you may	use the back of th	nis form.		
Signature:		le:	Date:	
· · · · · · · · · · · · · · · · · · ·				



Reference Inquiry

Previous Employer:					
Superviser Name					
Company:					
Address:					
City:	State:	Zip Code: _			
City:S Primary Phone:S	Alte	rnate Phone: _			
Applicant Name at time of employs					
Position Held: (Check all that appl					
CNA		Homemake	er Companion		
Person	al Care Aide	Other			
Dates of Employment: From:		10: _		_	
I acknowledge receipt of the Notice Regard credit reporting act and certify that I have of "consumer reports" and /or "investigati hired, throughout my employment. To this administrator, federal agency, institution, insurance company to furnish any and all organization acting on behalf of Employer authorization shall be as valid as the original contents.	read and understar ve consumer reports s end. I hereby auth school or university background inform , and/or Employer in	nd both of those d s" at any time afte orize, without res r (public or private ation requested b	locuments. I here er receipt of this ervation, any lav e), information s by OPENonline L	eby authorize the authorization an w enforcement ag ervice bureau, er LC, another outs	e obtaining d, if I am gency, nployer, or ide
Applicant's Signature:	Dat	æ:	SS#		
Applicant should not write below this	line.				
Dear Previous Employer, Please fill out the information belo Home Care 1). Verify that the above informatio	n is correct: Yes	s No _			Personal
If no, please explain:2).Were the duties performed appr					
2). Were the duties performed appr	opriate to the po	sition listed al	oove? Yes	No	
If no, explain:3).Would you rehire this person? Y	7				<u>—</u>
3). Would you renire this person?	esNo				
If no, could you tell us why					
Please rate your previous employe each category)	es work perform	ance on the fol	llowing scale.	(Check only o	one for
	Above Average	Average	Belo	w Average	
Quality of the Work Performed ()	()	()	
Cooperation with Coworkers ()	()	()	
Dependability, Attendance ()	()	()	
Personal Traits and Habits ()	()	()	
Name of person giving reference:	nofononco				
Supervisor Comments from phone	reference:				
If you need more room, you may u	se the hack of th	nis form			
Signature:	Titl		Dat	e:	



BACKGROUND CHECK REQUEST (301QED)

This form is to be used to assist in gathering information to be entered into the CRIMS system.

The instructions for the Qualified Entity Designee (QED) are available separately in form MSC 301QED-Instructions.

The instructions for the Subject Individual (SI) are attached to this form and must be given to the SI.

Section 1 — To be completed by the QED or the Qualified Entity Initiator (QEI)

560	tion 1 — To be completed by the QLD of the Qualified Litting littlator (WLI)
1.	QED agency name:	
	Personal Home Care	
	QED agency street address:	
	1320 Lewis St. SE	
	QED agency City/State/ZIP code:	
	Salem, Oregon 97302	
2.	QED name:	QED phone number:
	Sharon L. Moore	503-949-3914
	QEI name (if applicable):	QEI phone number:
	Karen Ruthruff	503-371-1495
3.	Application type (select one program area for this position):	
	⊠ APD □ DD □ MH □ PLA □ 0	CW DVR
	If an ADP, is this application for a skilled position in a nursing facility only?	☐ Yes
	Is this position:	
	□ Paid (for example: employee or contractor)	
	☐ Non-paid (for example: volunteer, household member in AFH, etc.)	
4.	Start date for position (mm/dd/yyyy):	
	Is this a recheck of the SI in the same position?	⊠ No
5.	Position title:	
	Home Care Provider	
	Description of duties: Personal Care of Adults in Home	
	Personal Care of Addits in Home	
6.	Position requires direct contact with (select all that apply):	Adults
	☐ Children	Seniors (65 years and older)
	□ Confidential information □	Secure facilities
	☐ Finances/financial records ☐	Information technology systems
7.	Do the duties require driving? ☐ Yes ☐ No	



ecti	on 1 — To be complete					
8.	Type(s) of documents of	hecked to veri	fy identity (check	all that a	pply):	
	☐ Driver's license or st	ate ID	☐ Socia	al Securi	y card	☐ Passport
	Other:					
	Initials of person checki	ng ID:				
9:	Worksite locations/addr	ess for this pos	sition <i>(enter all if i</i>	multiple)		
Sec	etion 2 — To be comple	ted by the SI				
10)			
11	. Social Security numb	oer (optional):		12. Dat	e of birth (m	nm/dd/yyyy):
13	. Email address:			14. Ge	nder:	
15	. Driver's license ID:				Female	Male
15	State:			Number:		
16	. Aliases/other names	used:				
17	, ,		ondence be sent	to your i	esidential o	r mailing address
18	(rather than an e	,				
10	. Residence street add	iless.				
	City:			State		ZIP code:
	Mailing address:			I		Same as residence
	City:			State		ZIP code:
19	. Home phone:	M	lobile phone:			
20	. During the last five (5) years have	vou been outside	of Orea	on for 60 da	vs in a row or more?
20						ce in the past 5 years:
	Date (mm/dd/yy) Start: End:	City:		State:	Country:	Name(s) used at this residence:
				_		
		I				



		· · · · · · · · · · · · · · · · · · ·			
21. Have you e Yes If you answ	□ No	sted and/or convicted of a crime? s, arrests and/or convictions (adult a	nd juvenile)	and the o	utcome,
Date (mm/dd/yyyy):	Charge, arrest or conviction:	Outcome (e.g., conviction dismissal):	City:	County:	State:
fingerprints, will be share information v signature authorize complete this back	e completed on me. I und with a designee at the fa es the BCU to request a ground check. In the ev	, which may include a national criming derstand that an abuse check will be acility associated with this request. In and receive any juvenile, police, cour ent potentially disqualifying abuse is to provide additional information.	e completed My submission t, or investig	on me. The BCU ron of this electronic ation reports need	ded to
	CU to process, this back e time I hold this position	ground check request. I understand n.	the backgrou	und check may be	
22. SI signature	:		Date:		



Section 3 — To be completed by the QED.						
23. Has the SI disclosed any adverse criminal history occurring within the past five (5) years? Yes No						
If the answer is yes, you MAY NOT hire the SI on a preliminary basis pending the final fitness determination.						
If the answer is no, you may hire the SI on a preliminary basis pending the final fitness determination.						
SI being hired on a preliminary basis?	☐ Yes	□ No				
☐ I request an expedited review for hiring on a preliminary basis. The BCU <u>may</u> complete a preliminary fitness determination if fingerprints are required for this SI.						
24. The SI has disclosed (check all that apply): Out-of-state driver's license/state ID card Out-of-state residence Out-of-state residence within the past five Out-of-state criminal history	(5) years					
If any of the above is checked or if you have reason to believe that the SI's identity needs to be confirmed, fingerprints are required for this SI. If this background check request is submitted without evidence of fingerprint submission, the BCU will reject the request.						
☐ I am submitting one fingerprint card with this background check request. ☐ The SI is submitting fingerprints via LiveScan.						
25. QED signature: Date:						

All documents related to this background check request *(including this form)* should be scanned and attached to the CRIMS record using the **add/edit documents** function on the SI summary page.



SHARED SERVICES Background Check Unit



Background Check Request Instructions for Subject Individual (SI)

Read all of the instructions before completing the form.

As the subject of this background check, you are referred to in these instructions as the subject individual (SI). The qualified entity (QE) listed in box 1 may be your employer or local branch. The authorized designee (AD) or contact person (CP) has received training from the Department of Human Services Background Check Unit (BCU) for background checks.

Section 2 — You, the SI, completes this section.

- 10. Type or print your complete name.
- 11. The disclosure of your Social Security Number (SSN) is optonal. The BCU requests the SSN or INS number solely for the purpose of positively identifying you during the background check process. If you do not provide a SSN, the BCU may request fingerprints to confirm identity.
- 12. Enter your date of birth (mm/dd/yyyy).
- 13. Enter your email address. The BCU will use your email for any correspondence regarding our background check unless you indicate to use your mailing address (see #17).
- 14. Check the box for your gender.
- 15. Enter your driver license or state ID, listing the state and the number.
- 16. Type or print all aliases or other names you have ever used.
- 17. Check this box only if you prefer to have correspondence from BCU sent to your mailing address rather than email.
- 18. Type or print your residence address. If you have a mailing address that is different from your residence, type or print it.
- 19. Type or print the phone numbers where you can be reached.
- 20. If you have lived outside of Oregon in the past 5 years for more than 60 days in a row, check the "yes" box and provide details of your previous residences. If you have lived in Oregon for the entire past 5 years, check the "no" box and go to #21.
- 21. Provide information on your criminal history. If you have never been arrested, charged, or convicted, check the "no" box and go to #22.

Disclose all criminal history — You must accurately and completely disclose all history (adult and juvenile) regardless of how long ago it happened. This includes all felonies, misdemeanors, probation violations and failures to appear. If you fail to list any part of your history, your application may be closed or you may be denied due to false statement. Any serious traffic offense such as reckless driving, driving under the influence of intoxicants (DUII) and driving while suspended (DWS), must be listed. Failure to appear, even for a minor traffic violation, must be listed. If you are not sure if something should be listed, you should list it. For each charge, arrest or conviction, include the exact date (mm/dd/yyyy), location and the outcome.

If you do not have proof the charge, arrest, conviction or adjudication has been expunged or set aside then list it.

Violations. Minor moving and non-moving traffic violations are not required to be listed.

If you have criminal history, BCU will weigh several factors to decide if you are fit for the position for which you are applying. Respond to the following questions. Attach documentation to support your responses.

- What happened leading up to the charge, arrest, conviction or other history?
- List any requirements resulting from each charge, arrest or conviction.
- Describe any treatment, education and training specifically related to your history.
- How is your history relevant to your position?
- Explain how you no longer pose a risk to the physical, emotional or financial well-being of vulnerable people.
- How has your life changed since your history?
- List other information you believe would be helpful in making a decision in this case.
- 22. Sign and date the form. Return it to the person listed in #2.

Possible outcome of your background check:

- **Approved:** Your background check is approved for the position listed on this form. An approval does not guarantee employment or placement.
- **Approved with restrictions:** Your background check is approved to work but are restricted to a specific client, a specific work site or a set of duties. This decision may be appealed. A restricted approval does not guarantee employment or placement.
- **Denial:** Based on the background check, you are denied. You may not hold the position listed on this form and you must be terminated immediately. This decision may be appealed, but you may not hold the position during the appeal.
- **Case closed:** If you do not provide a complete and accurate disclosure of your criminal history or you do not cooperate with this background check process, your application may be closed without a final decision. There are **no** appeal rights, but you may be able to reapply immediately. If closed, the department will provide you with further information.
- **Ineligible:** Due to ORS (Oregon Revised Statute), 443.004, prohibits individuals from working in certain positions if they have one or more specific convictions. If found ineligible, you may not hold the position listed on this form and must be terminated immediately. You do not have hearing rights. The BCU will provide more information in the email or letter sent to you.

Abuse checks — BCU will also conduct an abuse check on you. Potentially disqualifying abuse includes the following:

- **For ALL subject individuals:** Adult protective services history of physical or sexual abuse or financial exploitation assessed on or after January 1, 2010 for which you were found to be responsible. Abuse information is provided to BCU by the Office of Abuse Prevention and Investigations and the Aging and People with Disabilities (APD) based on severity.
- For subject individuals associated with private licensed childcaring agencies, child foster homes or child adoptive homes. Child protective services history held by the Department, regardless of the date of assessment or outcome, for which you were found to be responsible, and include founded or substantiated child protective services reports from states where you lived in the past 5 years.

If potentially disqualifying abuse is found, you will be contacted and asked to provide additional information. Due to its sensitive nature, the information you provide will \underline{not} be disclosed to your potential employer or QED.

Authority — BCU is authorized by state law, to complete background checks on SIs who work, volunteer or live with individuals who are vulnerable to abuse or mistreatment (ORS 181.534, 181.537, 409.027 and 443.004; OAR 407-007-0200 to 407-007-0370, OAR 943-007-000 to 943-007-0501). Vulnerable individuals include children, senior



citizens and individuals with physical disabilities, developmental disabilities or mental illness. A check may be required even if you, the SI, do not have direct contact with vulnerable individuals.

Sources checked — BCU may check information from the Driver and Motor Vehicle Services Division, Department of Corrections, Oregon State Police, Federal Bureau of Investigation and local, state and federal courts. BCU may use information from other criminal justice, corrections and lawenforcement agencies and other state and local government agencies. You may be requested to provide fingerprints for a national criminal records check.

Challenging criminal information — If you want to obtain a copy of your record, or challenge information in the record, you must contact the Oregon State Police, 503-378-3070, extension 330 (for Oregon criminal records) or the Federal Bureau of Investigation, 304-625-3878 (for national criminal records). You may request a copy of the national FBI report from BCU. Depending on your previous contacts with law enforcement and courts, you may need to contact several sources to find your complete criminal records.

Rechecks — This background check process may be repeated at any time while you work, reside or otherwise continue in this position.

If you have questions or need this form in large print or in a different format, contact the qualified entity listed in section 1, box 1.

Keep these instructions for your records.



A Summary of Your Rights Under the Fair Credit Reporting Act

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

□□You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

□□You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

o a person has taken adverse action against you because of information in your credit report;
o you are the victim of identify theft and place a fraud alert in your file;
o your file contains inaccurate information as a result of fraud;
o you are on public assistance;
o you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- □ You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender. □ You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures. □□Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate. □□Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old. □□**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access. □ You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to
- www.ftc.gov/credit.

 \[
 \textsize \text{You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at (888) 567-8688.
- □ **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- □□Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are: TYPE OF BUSINESS:

Consumer reporting agencies, creditors and others not listed below

National banks, federal branches / agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)
Federal credit unions (words "Federal Credit Union" appear in institution's name)

State-chartered banks that are not members of the Federal Reserve System

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Activities subject to the Packers and Stockyards Act, 1921

CONTACT:

Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357 Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743 Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693 Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929 National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600 Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342 Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission