

HIRE WILL BE PROVISIONAL UNTIL REOUIREMENTS CLEARS

Dear _____

This is to confirm that the offer of employment extended to you as a DIRECT CARE WORKER at Humane Home Care Agency is conditional on successful completion of a criminal background check.

A Criminal Background would be run in the office and typically receives results the same day. However, if the result is under review, a report will be received from the Police Department approximately 30 days.

If the check reveals no criminal convictions relevant to the position, the HR Director will inform you have been cleared for employment in the position. If the check reveals a criminal conviction, and the conviction is listed on the Prohibited Offense list from the State, the Agency cannot offer a permanent employment as a Direct Care Worker. The agency will provide you with a summary of your criminal background check results, regardless of the outcome, we will inform you when a conviction disqualifies you from employment in a sensitive position.

All new employees must complete their **PHYSICAL EXAMINATION, AND TWO-STEP PPD/CHEST X-RAY BEFORE THEY CAN START WORK.**

Humane also requires for employees to get a DRUG TEST, A SET OF TRAININGS, A COMPETENCY TEST, CHILD ABUSE CLEARANCE, CPR CERTIFICATION. All these would have to be completed within thirty days in order to be offered permanent employment. However, if one of these requirements is not completed, there will be no employment offer.

Applicant Signature

Date

Supervisor Signature

Date

Thank you
Sincerely

Mark Tay
HR Director