## **Hiring Requirements**

Developmental Services Florida Medicaid Waiver Coverage and Limitations Handbook (2005) states the minimum qualifications to provide Medicaid Waiver Services are:

- High school diploma, or its equivalent; AND
- One year of experience working in a medical, psychiatric, nursing, or childcare setting, or working with individuals who have a developmental disability. College or vocational/technical training from an accredited institution may substitute at the rate of 30-semester, 45-quarter or 720classroom hours for the required experience as evidenced by copies of sealed educational transcripts.

These are the minimum qualifications and this requirement is not negotiable; however, additional qualifications may be required. HORIZONS CANNOT HIRE INDIVIDUALS WHO LACK THE REQUIRED EXPERIENCE OR TRAINING AS STATED ABOVE. If you have any questions, see Pam Bauchwitz immediately.

Copy of diploma or GED certificate required upon job offer. No exceptions.

UPON COMPLETION OF APPLICATION, PLEASE COME THROUGH BROWN DOOR ON YOUR LEFT AND SUBMIT TO PAM BAUCHWITZ FOR REVIEW. In her absence, please leave with other accounting staff.

## HORIZONS OF OKALOOSA COUNTY, INC.

## **EMPLOYMENT APPLICATION**

Position Desired:	Date of Application:
Name:	Application will expire one year from date.
Current Address:	MIADLE
STREET APT Contact Telephone #:	CITY STATE ZIP Alternate Telephone #:
Are you at least 18 years of age?YESNO Are	e you legal to work in the U.S.?YESNO
Do you posses a valid FL Drivers License?YESNO	)
Have you ever applied with Horizons before?YES	NO When?
Have you ever been employed with Horizons before?YES	NO When?
Referral Source:   Newspaper   Employee Re     Other	ferral (Name)
Are you related to a present Horizons employee or member of the If yes, who and relationship?	Board of Directors?YESNO
Have you had your fingerprints screened through Florida Departn If yes, list date and place of last screening	
Have you ever been convicted of or pled guilty or nolo contender If yes, list date of adjucation(s), charge(s), and state(s) which char	
**You will not be denied employment solely because of a convic for which you have applied; or 2) listed as a prohibited offense of Affidavit of Good Moral Character (a copy of which may be obta	the Florida Department of Children and Families
THE FOLLOWING INFORMATION WILL BE USED ONL THE QUALIFICATIONS AND POSITION	
Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 1	0 11 12
Do you have a high school diploma?YESNO	Do you have a GED?YESNO
Did you attend College?YESNO If yes, name of College and # of credits or Degree earned:	• 
Do you have any special job skills, qualifications, or training that applying? If so, describe	may be relevant to the position for which you are
May we contact your present employer?YESNO	· · · · ·
Preferred hours/shift:	

LIST ALL EMPL	OYMENT FOR THE PAST 2 YE	EARS, STARTING WITH	THE MOST RECENT FIRST.	<u>n</u>
From	Employer		Supervisor	
To <u>MorYear</u>	Address			
	Telephone			
	Job Duties	······································		
	Reason for leaving			
From	Employer		Supervisor	
To <u>Mo/Year</u>	Address			·
	Telephone	Salary		
	Job Duties			
	Reason for leaving	2.50 <sup>13</sup> 5a.		
 From	Employer		Supervisor	
To <u>MorYear</u>	Address			
	Telephone			
	Job Duties	55		
	Reason for leaving			<u> </u>

## UNDERSTANDINGS AND AGREEMENTS

I understand that any misrepresentation, falsification or omission on this application shall be sufficient reason for refusal or dismissal of employment. I hereby authorize investigation of all matters contained in this application and agree that if the results of such investigation are not satisfactory, any offer of employment made by Horizons may be withdrawn, or employment with Horizons may be terminated immediately. I understand that employment with Horizons is voluntarily entered into and the employee is free to resign at will at any time, with or without cause. Similarly, Horizons may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is not a violation of applicable federal or state law. I understand, that if hired, I will be placed on a 90-day probationary period.

I authorize Horizons to conduct background checks on my record in accordance with the standards set by the Department of Children and Families for this type of work. I understand that if a disqualifying offense shows up on my record, I will be terminated immediately. I also understand that Horizons will require a DMV record if my position requires driving either my personal vehicle, or a company vehicle. If there are multiple offenses on the DMV record, I understand that I may be terminated if there is no other position with Horizons that would not require driving.

All job applicants at Horizons will undergo screening for the presence of illegal drugs as a condition for employment. Applicants will be required to voluntarily submit to a urinalysis test at a laboratory chosen by Horizons. Applicants will sign a consent agreement to release Horizons from liability. (Any applicant with positive test results will be denied employment.) Horizons does not discriminate against applicants for employment because of past abuse of drugs or alcohol. It is the current abuse of drugs or alcohol, which prevents employees from properly performing their jobs, which the company will not tolerate.

I understand that either refusal to submit to the urinalysis screen or failure to qualify according to the minimum standards established by Horizons for this screen might disqualify me from further consideration for employment. I further understand that upon commencement of employment with Horizons, I may again be required to submit to a urinalysis screen.

I have read in full and understand the above statements and conditions of employment. I certify that the facts contained in this application are true and complete to the best of my knowledge.