



Care. The way it should be.

## Caregiver Applicant – Required Documents

OptionONE Care at Home is excited to welcome you to our application process. You should have about a year of experience as a caregiver, or be a certified home health aide or certified nurse assistant. We then require:

1. **Completed job application**  
[Apply online](#), or [download one of our applications](#) (PDF) and send it to us by fax or mail.
2. **TB test Result (Negative)**  
Proof of negative test results for TB within the last year. [\[See test locations near you.\]](#)
3. **Social Security Card**  
Social Security Card, or other proof that you are authorized to work in the United States.
4. **Check payable to OptionONE Care at Home, or cash in the amount of \$40 for background check**  
This fee will be refunded to you after 350 hours of satisfactory performance.
5. **Any / all relevant certificates of training, etc**  
Your valid and up-to-date certificates for HHA, CAN, CPR, First Aid, etc.
6. **Driver's License**  
If you plan to drive for work purposes, such as for running errands and / or transporting clients – in your car, a client's car, or a company car.
7. **Photo ID**  
A valid and up-to-date, government-issued picture ID, if you do not have a driver's license.
8. **Auto Insurance Card**  
If you plan to use your car for work purposes, such as for running errands and / or transporting clients, we require that your insurance must be in the amounts of \$100K / \$300K / \$100K.

OptionONE considers all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or any other protected class status under applicable law. You are required to disclose any history of criminal convictions on your employment application, and we perform a complete criminal background check. Applicants will be excluded from employment for the following reasons:

- Failure to disclose a previous criminal conviction on their application.
- Conviction or plea “no contest” to any of the following Penal Code sections:  
  
Penal Code Section 197, 192(a), 203, 205, 207, 209, 210, 210.5, 211, 220, 222, 243.4, 245, 261, 262, 264.1, 265, 266, 266(a-k), 267, 273a, 273d, 273.5, 285, 286(c,d,f,g), 288, 288a(c,d,f,g), 288.5, 289, 289.5, 368, 451, 459, 470, 475, 484, 484(b), 484(d-j), 487, 488, 496, 503, 518, and 666.
- Any additional violent felonies or criminal violations we deem to represent a threat to the health, safety, or personal rights of others.
- Violation of Elder / Dependent or Child Abuse Criminal Laws or the demonstration of a pattern of suspected or substantiated Elder, Dependent, or Child Abuse.

OptionONE Care at Home

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