

Uniform Employment Application for Nurse Aide Staff

This application form is required by Title 63 O.S. Section 1-1950.4 of state law and by the Oklahoma State Board of Health Rules OAC 310-2-15-3. This uniform application shall be used as the only application for employment of nurse aides in nursing and specialized nursing facilities, residential care homes, assisted living centers, continuum of care facilities, hospice programs, adult day care centers and home care agencies on and after January 1, 2001.

This employer does not discriminate in its hiring decisions or in any other employment decision on the basis of race, color, sex, religion, citizenship, national origin, veteran status, age or upon a physical or mental disability which is unrelated to the applicant's/employee's ability to perform the essential functions of the position.

Date of Application _____ Date Available to Start Work _____

Personal Information

Name: _____ Social Security Number: _____
(Last) (First) (Middle)

List any other name(s) you have worked under: _____

Present address: _____
(Street) (City) (State) (Zip)

Permanent Address (if different than present address): _____
(Street) (City) (State) (Zip)

Phone Number: _____ Emergency Contact Person: _____
(Name) (Address) (Phone Number)

Employment Desired

Position applied for: _____ Salary required: _____

Hours available to work: _____ Days _____ Evenings _____ Nights _____ Weekends

Will you accept employment of: _____ Full Time? _____ Part Time? _____ Occasional Part Time?

U.S. Military Record

Branch: _____ Date Entered: _____ Date and Type of Discharge: _____

Prior Work History (List your last four (4) jobs beginning with your most recent or current employer.)

Employer's Name and Address: _____

Position Held: _____ Supervisor: _____

Dates Employed: From (month/year) _____ To (month/year) _____ Salary: _____

Reason for Leaving: _____

Employer's Name and Address: _____

Position Held: _____ Supervisor: _____

Dates Employed: From (month/year) _____ To (month/year) _____ Salary: _____

Reason for Leaving: _____

Prior Work History (Continued)

Employer's Name and Address: _____

Position Held: _____ Supervisor: _____

Dates Employed: From (month/year) _____ To (month/year) _____ Salary: _____

Reason for Leaving: _____

Employer's Name and Address: _____

Position Held: _____ Supervisor: _____

Dates Employed: From (month/year) _____ To (month/year) _____ Salary: _____

Reason for Leaving: _____

List name(s) of all other employers for the last five (5) years:

May we contact your present employer? Yes No Not applicable

Have you ever been terminated or asked to resign from any position? Yes No

Educational Background (List all educational schools attended with degrees, diplomas or certificates received.)

Name of Institution (High School, Technical School, College)	Type of Studies	Dates Attended & Diplomas, etc.

If your school or employment records are under another name(s), indicate that name(s): _____

Certification

If you hold a current certification as a nurse aide (CNA), check the appropriate certification(s) below:

Long Term Care (LTC) Home Health Aide (HHA) Adult Day Care (ADC)
 Residential Care Aide (RCA) Developmental Disability Aide (DDA) Certified Medication Aide (CMA)

List all technical special skills or education honors, certificates, licenses, memberships or Medication Administration Technician (MAT) certification not previously listed: _____

If you are a CMA, have you obtained your 8 hours of continuing education for this calendar year? Yes No

References (List name, address and telephone number of three references who are not relatives or former employers.)

Background Information

If you answer **YES** to any of the questions below, explain in the space after the question. The explanation for a **YES** answer should include, but not be limited to:

1. State and/or jurisdiction
2. Nature of complaint
3. Disposition of complaint; e.g., “dismissed insufficient evidence”
4. Date of disposition
5. Copies of any correspondence received by applicant with regard to the complaint

1. _____ Yes _____ No Have you ever been arrested, charged with, entered a plea of guilty, no contest, convicted of or been sentenced for any criminal offense in any state or US jurisdiction?

2. _____ Yes _____ No Have you ever been found to have violated any state, US jurisdiction or federal law regulating the practice of a health care profession?

3. _____ Yes _____ No Are any disciplinary actions pending against your CNA certificate or health care professional license in any state or US jurisdiction?

4. _____ Yes _____ No Have you had any certificate, license, registration or other privilege to practice a health care profession denied, revoked, suspended, restricted, reprimanded, censured or placed on probation by a state or US jurisdiction, federal or foreign authority or have you ever surrendered such credential to avoid or in connection with action by such authority?

Applicant’s Certification and Agreement

(PLEASE READ CAREFULLY - If you answer NO to any of the questions below, explain in the space after the question.)

1. _____ Yes _____ No I understand that the employer has the right to proceed with any criminal background check.

Applicant's Certification and Agreement (Continued)

(PLEASE READ CAREFULLY - If you answer NO to any of the questions below, explain in the space after the question.)

2. _____ Yes _____ No **I understand that as a part of the job selection process, I may be required to take a drug-screening test at the time of employment and if requested in accordance with the state and federal law at anytime during my employment. A test result that has been confirmed as positive will eliminate me from employment. If I refuse to sign this form and submit to drug testing the employer will reject my application.**

3. _____ Yes _____ No I understand that I may be required to have a physical examination and I hereby consent to take a physical examination and any future physical examinations as required by the employer.

4. _____ Yes _____ No I understand that if I am hired I will be required to produce proof that I have a legal right to work in the U.S.A. in accordance with the IRCA of 1986.

5. _____ Yes _____ No I understand that this form is not an employment contract.

Important Information for the Job Applicant: It is unlawful for any person to provide false information regarding a criminal conviction on this uniform employment application for nurse aides. Providing false information regarding a criminal conviction is a misdemeanor under Title 63 of the Oklahoma Statutes, Section 1-1950.4a. Providing false information about a criminal conviction on this application is punishable by a fine not to exceed Five Hundred Dollars (\$500.00), by imprisonment in the county jail for a term of not more than one (1) year, or by both such fine and imprisonment.

I certify that the information provided on this application is true and complete. I understand that false information or omission of facts may disqualify me from employment and may cause termination if discovered at a later date. In addition, I could be fined up to \$500 and or imprisonment up to one year.

Signature of Applicant

Date of Signature

Oklahoma State Department of Health • Nurse Aide Registry Tracking Form

1000 N.E. 10th Street • Oklahoma City, OK 73117-1299 • Telephone: (405) 271-4085

Submit this form to the Nurse Aide Registry, within 30 days of applicant's employment start date.

Personal Information

Name: _____
(Last) (First) (Middle) (Maiden or Any Other)

Address: _____ Social Security Number: _____
(Street or P.O. Box) (City) (State) (Zip)

Date of Birth: _____ Sex: _____ M _____ F Race: _____ Daytime Phone Number: _____

Previous CNA Training - Complete this section only if you will require training at this place of employment.

If you have had CNA Training in the past for any of the categories of LTC, HHA, ADA, RCA or DDA, please fill out the following:

Category: _____ Employer Name: _____ Number of Training Days: _____
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Category: _____ Employer Name: _____ Number of Training Days: _____

Criminal Arrest Check List

Employment at this employer shall **not be** considered if the below signed individual has been convicted of one of the following crimes as stated by Oklahoma Statute, Section 1-1950.1 (F) (1) Title 63 (A through P of the list in this section):

- | | |
|--|--|
| A. Assault, battery or assault and battery with a dangerous weapon | I. Abuse, neglect or financial exploitation of any person entrusted to his care or possession |
| B. Aggravated assault and battery | J. Burglary in the first or second degree |
| C. Murder or attempted murder | K. Robbery in the first or second degree |
| D. Manslaughter except involuntary manslaughter | L. Robbery or attempted robbery with a dangerous weapon, or imitation firearm |
| E. Rape, incest or sodomy | M. Arson in the first or second degree |
| F. Indecent exposure and Indecent exhibition | N. Unlawful possession or distribution, or intent to distribute unlawfully, Schedule I through V drugs as defined by the Uniform Controlled Dangerous Substance Act. |
| G. Pandering | O. Grand larceny, or |
| H. Child abuse | P. Petit larceny or shoplifting within the past seven (7) years. |

It is further understood that if I am hired, it will be as a temporary employee until my criminal background check is received by the employer. If I have no criminal record in accordance with state law, I may be considered for employment, subject to training requirements and other requirements of the job for which I am applying with this employer.

I hereby certify that I have no previous convictions as listed in the Oklahoma Statute, Section 1-1950.1 (F) (1) Title 63 (A through P of the list in this section). My signature below authorizes the employer to run a check with the Nurse Aide Registry of the Oklahoma State Department of Health for notations of abuse, neglect or misappropriation of resident's property. I hereby give the Oklahoma State Department of Health and the Oklahoma State Bureau of Investigations authority to proceed with criminal record history checks as required by law.

Signature of Applicant

Date of Signature

This section to be completed by the employer. Please do not detach this section, submit the whole page to the department.

Employer/Applicant Information

Employment Start Date: _____

- The applicant is: A Certified Nurse Aide in the state of Oklahoma
 Providing services as a Personal Care Assistant in a Medicaid-certified home health agency.
 Enrolled in a training program – Training Start Date: _____
(The training date must be supplied unless applicant is certified or a PCA)

Employer Name: _____ Employer Type: _____

Employer Address: _____ Phone Number: _____

STATE OF OKLAHOMA
DEPARTMENT OF HUMAN SERVICES

EMPLOYMENT APPLICATION SUPPLEMENT

Name of applicant (Print)	Date
Name of provider agency	

PART 1.

As I apply for a job as a community services worker, I understand that:

- prior to permanently employment me, the community services provider is required by Oklahoma law to conduct:
 - a criminal history records search with the Oklahoma State Bureau of Investigation (OSBI); and
 - a check of the Community Services Registry.
- the community services provider is prohibited by Oklahoma Statute from hiring, contracting with, or using as a volunteer any person who has been convicted, pled guilty,
- the community services provider is also forbidden to hire, contract with, or use as a volunteer, any person whose name appears on the Community Services Registry.
- my employment must be terminated if my name appears on the Community Services Registry, even though my name may not have been on the Registry at the time of my
- I must report all of my previous employers to the community services provider, using the back of this form, and attaching another page if necessary.

I understand that giving false information on Part 2 on the back of this form results in termination of my employment. I have received a copy of this signed Form DDS-39 and Form DDS-59, Rights and Responsibilities of Community Services Worker in an Investigation of Abuse, Neglect, or Exploitation.

Signature of Applicant _____ Date _____