



### DEVELOPMENTAL HOME CARE PROVIDER – APPLICATION

The **Applicant** is the person in the household who will assume primary responsibility for the individual placed in the home. The Applicant needs to complete the application and provide three references.

The **Co-Applicant** (if applicable) is the partner of the Applicant. The Co-Applicant needs to fill out the Co-Applicant sections of the application and provide three references.

#### General Information

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Co-Applicant's Name (if applicable): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

**Applicant:**

Date of Birth: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Co-Applicant:**

Date of Birth: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Directions to your home from the Upper Valley Services office:

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*Housing Description*

Is your home a:

House       Apartment       Mobile Home       Other: \_\_\_\_\_

Do you rent or own? \_\_\_\_\_

If you rent, do you have renter's insurance? \_\_\_\_\_

Do you have landlord approval to be a home care provider? \_\_\_\_\_

If you own your home, do you have homeowner's insurance? \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_

Total # of Rooms: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_

Where will the individual sleep in your home? \_\_\_\_\_

*Transportation*

Does the Applicant have a valid driver's license and the minimum vehicle insurance required by the State of Vermont?       Yes       No

Has the Applicant ever been convicted of a motor vehicle violation?  Yes     No

If yes, please explain the nature of the violation: \_\_\_\_\_

Does the Co-Applicant have a valid driver's license and the minimum vehicle insurance required by the State of Vermont?          Yes          No

Has the Applicant ever been convicted of a motor vehicle violation?  Yes     No

If yes, please explain the nature of the violation: \_\_\_\_\_

*Education*

Please complete the information below or attach a copy of your current resume. Feel free to include any information you feel is relevant concerning your education (i.e. workshops, in-service trainings, etc).

**Applicant:**

| Name and Location  | Dates Attended | Major |
|--------------------|----------------|-------|
| <b>High School</b> |                |       |
|                    |                |       |
|                    |                |       |
|                    |                |       |
| <b>College</b>     |                |       |
|                    |                |       |
|                    |                |       |
|                    |                |       |
| <b>Other:</b>      |                |       |
|                    |                |       |

**Co-Applicant**

| Name and Location  | Dates Attended | Major |
|--------------------|----------------|-------|
| <b>High School</b> |                |       |
|                    |                |       |
|                    |                |       |
|                    |                |       |
| <b>College</b>     |                |       |
|                    |                |       |
|                    |                |       |
|                    |                |       |
| <b>Other:</b>      |                |       |
|                    |                |       |

*Skills and Qualifications*

*Please summarize special skills, qualifications and training that you feel is relevant to your application. This can include, but is not limited to American Sign Language, Facilitated Communication, First Aid, CPR, etc.*

**Applicant's Skills and Qualifications:**

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**Co-Applicant's Skills and Qualifications:**

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*Employment History*

Starting with present or most recent employer, please account for your last four employers. If you would prefer, attach a copy of your current resume (as long as it gives the four previous employers).

**Applicant:**

|                                 |                                   |     |
|---------------------------------|-----------------------------------|-----|
| Company Name and Address        | Telephone                         |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Job Title/Description of Duties | Name of Supervisor:               |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Reason for Leaving              | Employment Dates:<br>(Month/Year) |     |
|                                 | From:                             | To: |
|                                 |                                   |     |

|                                 |                                   |     |
|---------------------------------|-----------------------------------|-----|
| Company Name and Address        | Telephone                         |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Job Title/Description of Duties | Name of Supervisor:               |     |
|                                 |                                   |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Reason for Leaving              | Employment Dates:<br>(Month/Year) |     |
|                                 | From:                             | To: |
|                                 |                                   |     |

|                                 |                                   |     |
|---------------------------------|-----------------------------------|-----|
| Company Name and Address        | Telephone                         |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Job Title/Description of Duties | Name of Supervisor:               |     |
|                                 |                                   |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Reason for Leaving              | Employment Dates:<br>(Month/Year) |     |
|                                 | From:                             | To: |
|                                 |                                   |     |

|                                 |                                   |     |
|---------------------------------|-----------------------------------|-----|
| Company Name and Address        | Telephone                         |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Job Title/Description of Duties | Name of Supervisor:               |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Reason for Leaving              | Employment Dates:<br>(Month/Year) |     |
|                                 | From:                             | To: |
|                                 |                                   |     |

May we contact previous employers?    Yes     No  If the answer is no, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Co-Applicant:**

|                                 |                                   |     |
|---------------------------------|-----------------------------------|-----|
| Company Name and Address        | Telephone                         |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Job Title/Description of Duties | Name of Supervisor:               |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Reason for Leaving              | Employment Dates:<br>(Month/Year) |     |
|                                 | From:                             | To: |
|                                 |                                   |     |

|                                 |                                   |     |
|---------------------------------|-----------------------------------|-----|
| Company Name and Address        | Telephone                         |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Job Title/Description of Duties | Name of Supervisor:               |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Reason for Leaving              | Employment Dates:<br>(Month/Year) |     |
|                                 | From:                             | To: |
|                                 |                                   |     |

|                                 |                                   |     |
|---------------------------------|-----------------------------------|-----|
| Company Name and Address        | Telephone                         |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Job Title/Description of Duties | Name of Supervisor:               |     |
|                                 |                                   |     |
|                                 |                                   |     |
| Reason for Leaving              | Employment Dates:<br>(Month/Year) |     |
|                                 | From:                             | To: |
|                                 |                                   |     |

|                                 |  |                                   |     |
|---------------------------------|--|-----------------------------------|-----|
| Company Name and Address        |  | Telephone                         |     |
|                                 |  |                                   |     |
|                                 |  |                                   |     |
| Job Title/Description of Duties |  | Name of Supervisor:               |     |
|                                 |  |                                   |     |
|                                 |  |                                   |     |
|                                 |  |                                   |     |
| Reason for Leaving              |  | Employment Dates:<br>(Month/Year) |     |
|                                 |  | From:                             | To: |
|                                 |  |                                   |     |

May we contact previous employers?  Yes  No If the answer is no, please explain:

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*Members of Your Household*

Please list all people residing in your home at the time of application. All of the adults in your residence will need to be part of the interview process. All adults must submit to a Abuse Registry (adult and child) check, DMV registry check, and a Criminal Record check.

| Name | Relationship | Age |
|------|--------------|-----|
|      |              |     |
|      |              |     |
|      |              |     |
|      |              |     |
|      |              |     |
|      |              |     |
|      |              |     |
|      |              |     |

Do you have any frequent visitors/overnight guests?  Yes  No

Comments: \_\_\_\_\_



Is it likely or possible that you may be asked to care for an extended family member in your home in the coming months?     Yes     No

Comments:

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Please list all the animals that live in your household or on your property:

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*Interests, Hobbies, and Routines*

Please list your favorite interests and hobbies:

**Applicant:**

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**Co-Applicant:**

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Please describe the characteristics of your family and household (e.g. daily routine, family interests, support system, etc).

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*Contractual Understandings*

Do you understand that being a home provider for Upper Valley Services is a contracted, full-time obligation?     Yes     No    **Consequently, your responsibilities as a home provider will take precedence over any employment that you may have. You will have the opportunity to review the home contract prior to making any decision about pursuing a home placement.**

*Emergency Placement*

Upper Valley Services may have the need to secure a temporary placement for an individual on short notice. Would you be interested in accepting a person on an emergency, short-term basis?

Yes     No

*Respite*

Upper Valley Services' home providers and the families we support often have the need for ongoing short-term care for the individual residing in their home. Would you be interested in providing respite?

Yes     No

How did you learn about Upper Valley Services' Home Care Provider Program?

- Newspaper
- UVS Home Care Provider
- UVS Staff
- UVS Consumer
- Parent/Guardian of UVS Consumer
- Rewarding Work Website
- Other: \_\_\_\_\_

*Applicant References*

*Below, please name three people to act as references on your behalf. This should include two professional references and one personal reference. The professional references may include your current or former employer, doctor, lawyer, or clergy-person. Whether personal or professional, these must be people who have known you for two years or more, are not related to you, and are familiar with your character and applicable experience. We will be contacting them by phone during business hours. Please be sure that they are cooperative and accepting of the participation.*

**Applicant:**

| Type of Reference | Name | Phone Number | Relationship (supervisor, colleague, friend, etc) |
|-------------------|------|--------------|---|
| Professional      |      |              |   |
| Professional      |      |              |   |
| Personal          |      |              |   |

**Co-Applicant:**

| Type of Reference | Name | Phone Number | Relationship (supervisor, colleague, friend, etc) |
|-------------------|------|--------------|---|
| Professional      |      |              |   |
| Professional      |      |              |   |
| Personal          |      |              |   |

Thank you for taking the time to fill out this application completely. Please read the important statement below and then sign and date this page.

*I authorize verification of my experience and education which I have provided Upper Valley Services, Inc., in writing or by oral interview. I release from liability any person giving or receiving such information. Any misrepresentation or deliberate omission of fact on this application or during the application process may be justification for refusal of or termination of said contract with Upper Valley Services, Inc.*

*I understand Upper Valley Services, Inc. is required to submit my name to the State Adult Abuse and Child Abuse Registries, to conduct a Criminal Record and Department of Motor Vehicles record checks. I will complete the provided releases to authorize Upper Valley Services, Inc. to do so. I understand any offer of a contract by Upper Valley Services, Inc., is contingent upon reports received from the State(s) Adult and Child Abuse Registries, any Criminal Information Center and the Department of Motor Vehicles.*

I, the undersigned, have read and understand the above.

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Signature of Applicant

Date

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Signature of Co-Applicant

Date