

**APPLICANT'S CERTIFICATION AND AGREEMENT
PLEASE READ CAREFULLY BEFORE SIGNING**

I hereby certify that the information provided on this application is true, accurate and complete to the best of my knowledge. I understand and agree that any falsified or misrepresented information or significant omissions on this application, or on any other accompanying or required documents, may disqualify me from further consideration for employment, and if discovered after I am hired, will constitute grounds for my immediate termination. I also understand that this holds true for any statements made during the hiring process.

I understand and agree that this application or any other written documents or any statements made during the hiring process do not constitute an employment contract and that acceptance of employment is not a contract of employment for a specified term.

If I am hired, I agree to abide by the employment policies of Hospice Austin and all its subsidiaries and affiliates. I understand and agree that I may resign my employment at any time for any reason, and that my employment may be terminated at the will of Hospice Austin and all its subsidiaries and affiliates at any time for any reason. I also understand that any handbooks, manuals, policies and procedures of Hospice Austin and all its subsidiaries and affiliates are not contractual in nature and may be amended or abolished at any time at the sole discretion of Hospice Austin and all its subsidiaries and affiliates.

Pursuant to the Immigration Reform and Control Act, Hospice Austin and all its subsidiaries and affiliates will employ only those individuals who are eligible to work in the United States. If I am hired, I understand that I will be required to demonstrate eligibility to work in the United States and that failure to do so will result in termination of my employment.

I authorize a thorough investigation of the information contained in this application and any other accompanying or required documents and agree to cooperate in such investigation. I authorize my prior employers to release any and all information relating to my employment with them to Hospice Austin. I further release and hold harmless both my prior employers and Hospice Austin from any and all liability that may potentially result from the release and/or use of such information.

I understand that, as a condition of my consideration for employment with Hospice Austin, and/or as a condition of my continued employment with Hospice Austin, Hospice Austin may obtain consumer reports that include, but are not limited to pre-employment drug screens, employment and education verifications, license verifications/monitoring, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my character, general reputation, personal characteristics and trustworthiness.

If the criminal history check discloses a conviction which would preclude my employment (see list on page 6), I understand that I will not be eligible for employment with Hospice Austin and all its subsidiaries and affiliates.

If I am an applicant for employment that is not licensed by an agency of the state of Texas, I understand that Hospice Austin and all its subsidiaries and affiliates will search the Texas Department of Aging and Disability Services' nurse aide registry and employee misconduct registry (EMR). The EMR is governed by Texas Administrative Code, Title 40, Part 1, Chapter 93, Rule 93.3 and Texas Health and Safety Code, Chapter 253. If I am listed in either registry as having abused, neglected, or exploited a resident or consumer of a facility or agency or an individual receiving services from a facility or agency, I understand I will not be eligible for employment with Hospice Austin and all its subsidiaries and affiliates, and if discovered after I am hired, will constitute grounds for my immediate termination.

Furthermore, I understand that prior to employment, Hospice Austin and all its subsidiaries and affiliates will search both the federal and state Office of Inspector General's lists of excluded individuals and entities, and if I am designated in either as being excluded from participation in Medicare, Medicaid and all other Federal health care programs, I will not be eligible for employment with Hospice Austin and all its subsidiaries and affiliates.

I understand that if accepted for employment I must pass a drug test as part of the application process. All offers of employment are contingent upon satisfactory results of a drug-screening test, and all aforementioned checks.

Signature of Applicant _____ Date _____

See page 6 for list of criminal offenses that automatically constitute a bar to employment.

Applications for employment are considered active for 90 days from date of application.

Hospice Austin and all its subsidiaries and affiliates consider qualified applicants for all positions without regard to race, color, creed, religion, national origin, sex, age, disability or other legally protected status. Hospice Austin and all its subsidiaries and affiliates comply with all applicable federal and state laws and regulations pertaining to employment.

-OFFICE USE ONLY-

INTERVIEWED BY:

DATE:

CRIMINAL HISTORY NOTIFICATION

Pursuant to Chapter 250 of the Texas Health and Safety Code, Hospice Austin and all its subsidiaries and affiliates is prohibited from employing individuals with certain criminal convictions.

If you have ever been convicted of any of the following offenses, you are not eligible for Hospice Austin employment:

- criminal homicide
- kidnapping and unlawful restraint
- continuous sexual abuse of young child or children
- indecent exposure
- indecency with a child
- improper relationship between educator and student
- improper photography or visual recording
- sexual assault
- aggravated assault
- aggravated sexual assault
- injury to a child, elderly individual, or disabled individual
- abandoning or endangering a child
- deadly conduct
- terroristic threat
- aiding suicide
- agreement to abduct from custody
- sale or purchase of a child
- arson
- robbery
- aggravated robbery
- online solicitation of a minor
- money laundering
- Medicaid fraud
- obstruction or retaliation
- cruelty to livestock or nonlivestock animals
- A conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed above.

If you have been convicted of any of the following offenses within the last five years, you are not eligible for Hospice Austin employment:

- assault, punishable as a Class A misdemeanor or as a felony
- burglary
- theft, punishable as a felony
- misapplication of fiduciary property or property of a financial institution, punishable as a Class A misdemeanor or a felony
- securing execution of a document by deception, punishable as a Class A misdemeanor or a felony
- false identification as peace officer
- disorderly conduct

*** For positions that require driving for company business, you must have an acceptable driving record, which means no more than 3 moving violations in the past three (3) years and no DWI/DUI in the past seven (7) years, and you must be able to provide proof of valid Texas driver's license and current auto insurance.***

Please note: A criminal conviction for offenses other than those listed above will be considered in relation to specific job requirement.

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	