In providing care to elderly and disabled clients, it is the utmost priority of IRN Home Care to provide quality so that our clients may remain in their home safely and as independently as possible. IRN Home Care intends to protect our clients from persons with a history or propensity toward abuse, assault or other offenses that IRN Home Care feels may put a client in jeopardy.

All applicants employed by IRN Home Care are required to successfully pass an employee background check. Passing a background check is a condition of employment with IRN Home Care. Not only is this an IRN Home Care policy but also a State of Colorado program regulation for the Home and Community Based Services (HCBS) waiver programs. Adverse information itself may not disqualify you. IRN Home Care may request additional information from the court regarding the final disposition of any case prior to any final disqualification. Any employee that provides false information or knowing omits information is subject to disqualification and/or termination.

An employee background check includes the following:

**Name search of CBI records**-Name checks are completed using Colorado Bureau of Investigations criminal history record information. This information is based on name(s), birth date and social security number only. These results are usually available the same day as processed.

**Occuscreen check**-if you have lived outside of the State of Colorado in the 7 years, you will be given an Occuscreen background disclosure for to complete. This background check may take up to 10 days for completion.

If there are any charges that are concerning to IRN Home Care based on policy and/or program regulations, you will be given the opportunity to provide final disposition information prior to a hiring decision being made. You have 10 days from the date of notification to provide the paperwork to IRN Home Care so an informed hiring decision can be made.

**Drug Screen-** IRN Home Care can request you submit to urine or blood drug screen at any time as deemed applicable by management.

**Have you lived outside of Colorado in the last 7 years? YES NO**

**Name (First, Middle, Last)**

**Date of Birth Social Security # M F**

**Criminal History**

Have you ever been convicted of a crime or do you have any charges pending? Yes No

(Include felonies, misdemeanors, deferred judgements/sentences and pleas of no contest. You may include any final disposition paperwork to expedite processing)

If Yes, please include charges, dates of conviction, city and state of jurisdiction (use back of form if more space is needed)

Signature & Date