

JOB APPLICATION

ASTERCARE HOME HEALTH LLC

4020 VENOY RD STE 550, WAYNE, MI 48184



PERSONAL DETAILS:

Full Name:	Date:	
<hr/>		
Email Address:		
<hr/>		
Phone Number:		
<hr/>		
Home Address:		
<hr/>		
City:	State:	Zip:
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EDUCATION:

Highest Level of Education Completed:

- High School Diploma/GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Some College

Field of Study:

SKILLS & QUALIFICATIONS

Licenses / Certifications / Special Trainings (if applicable):

SKILLS & COMPETENCIES (CHECK ALL THAT APPLY)

- Office operations & workflow coordination
- Scheduling & staff coordination
- Medical records / EMR systems
- Home Health documentation & compliance
- Medicare / insurance paperwork
- Payroll & timesheet management
- Billing & invoicing support
- HR onboarding & personnel files
- Communication with clinicians & patients
- Microsoft Word / Excel / Outlook
- Faxing, scanning, & document management
- Confidentiality & HIPAA compliance

Additional skills:

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EMPLOYMENT HISTORY:

Employer Name: _____		
Job Title: _____		
Dates of Employment:	From:	To:

Responsibilities & Achievements: _____ _____		
Reason for Leaving: _____		
Employer Name: _____		
Job Title: _____		
Dates of Employment:	From:	To:

Responsibilities & Achievements: _____ _____		
Reason for Leaving: _____		

REFERENCES:

Please provide two professional references who are familiar with your work.

Reference 1:

Name: _____ **Relationship to Applicant:** _____

Phone Number: _____ **Email:** _____

Reference 2:

Name: _____ **Relationship to Applicant:** _____

Phone Number: _____ **Email:** _____

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ADDITIONAL INFORMATION:

How did you hear about this job?
(e.g., Referral, Online Job Board, Company Website, etc.)

APPLICANT'S DECLARATION

By submitting this application, I confirm that the information provided is accurate and complete to the best of my knowledge. I understand that any false information may disqualify me from consideration for employment.

Print Name: _____

Date: _____

Applicant Signature: _____

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT:

AsterCare Home Health LLC is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local laws.

We are committed to providing a workplace free of discrimination and harassment. This policy applies to all aspects of employment, including recruitment, hiring, placement, promotion, compensation, discipline, and termination.

This EEO statement is provided in compliance with federal and state employment laws.