

	Subject of Procedure: <b>Application Procedure</b>	
	Section of Manual: Human Resources	Procedure Number: 101
	Originating Unit: Human Resources	Effective Date: Rev: 10/12/2021

**Scope:**

This procedure is applicable to all CareLink personnel responsible for receiving, reviewing, or processing employment applications.

**Procedural Requirements:**

I. Online Application

- A. An agency application (<https://www.carelink.org/apply-online>) will be completed by all applicants. A resume may be attached but does not replace the application.
- B. Applications are accepted only for posted positions.
- C. Applicants for Caregiver positions must also complete a written exam (Appendix A-2 and Appendix A-3) at the time of application if the applicant has at least 40 hours of personal care training or one year work experience in a home health agency, hospital, or nursing home.

II. Transfer Requests

Current employees interested in an open position should complete a Transfer Request form (Appendix A-4). The forms are available from Human Resources. The completed form should be forwarded to Human Resources.

III. Receipt and Distribution of Applications

- A. All applications for Caregivers will be processed by Home Care Recruiters.
- B. Applications and transfer requests for all other positions will be received by Human Resources and forwarded to the hiring supervisor. Once the position has been filled, applications will be retained by Human Resources and the online posting will be removed. Online recruitment advertising postings will run for 14 days at a time.

IV. Retention

Applications are valid for 45 days and will be retained for one year. After 45 days, the applicant must complete a new application.