

Hiring Requirements

Developmental Services Florida Medicaid Waiver Coverage and Limitations Handbook (2005) states the minimum qualifications to provide Medicaid Waiver Services are:

- High school diploma, or its equivalent; AND
- One year of experience working in a medical, psychiatric, nursing, or childcare setting, or working with individuals who have a developmental disability. College or vocational/technical training from an accredited institution may substitute at the rate of 30-semester, 45-quarter or 720-classroom hours for the required experience as evidenced by copies of sealed educational transcripts.

These are the minimum qualifications and this requirement is not negotiable; however, additional qualifications may be required. HORIZONS CANNOT HIRE INDIVIDUALS WHO LACK THE REQUIRED EXPERIENCE OR TRAINING AS STATED ABOVE. If you have any questions, see Pam Bauchwitz immediately.

Copy of diploma or GED certificate required upon job offer. No exceptions.

UPON COMPLETION OF APPLICATION, PLEASE COME THROUGH BROWN DOOR ON YOUR LEFT AND SUBMIT TO PAM BAUCHWITZ FOR REVIEW. In her absence, please leave with other accounting staff.

LIST ALL EMPLOYMENT FOR THE PAST 2 YEARS, STARTING WITH THE MOST RECENT FIRST.

From _____ Employer _____ Supervisor _____
 Mo/Year
To _____ Address _____
 Mo/Year
Telephone _____ Salary _____
Job Duties _____
Reason for leaving _____

From _____ Employer _____ Supervisor _____
 Mo/Year
To _____ Address _____
 Mo/Year
Telephone _____ Salary _____
Job Duties _____
Reason for leaving _____

From _____ Employer _____ Supervisor _____
 Mo/Year
To _____ Address _____
 Mo/Year
Telephone _____ Salary _____
Job Duties _____
Reason for leaving _____

UNDERSTANDINGS AND AGREEMENTS

I understand that any misrepresentation, falsification or omission on this application shall be sufficient reason for refusal or dismissal of employment. I hereby authorize investigation of all matters contained in this application and agree that if the results of such investigation are not satisfactory, any offer of employment made by Horizons may be withdrawn, or employment with Horizons may be terminated immediately. I understand that employment with Horizons is voluntarily entered into and the employee is free to resign at will at any time, with or without cause. Similarly, Horizons may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is not a violation of applicable federal or state law. I understand, that if hired, I will be placed on a 90-day probationary period.

I authorize Horizons to conduct background checks on my record in accordance with the standards set by the Department of Children and Families for this type of work. I understand that if a disqualifying offense shows up on my record, I will be terminated immediately. I also understand that Horizons will require a DMV record if my position requires driving either my personal vehicle, or a company vehicle. If there are multiple offenses on the DMV record, I understand that I may be terminated if there is no other position with Horizons that would not require driving.

All job applicants at Horizons will undergo screening for the presence of illegal drugs as a condition for employment. Applicants will be required to voluntarily submit to a urinalysis test at a laboratory chosen by Horizons. Applicants will sign a consent agreement to release Horizons from liability. (Any applicant with positive test results will be denied employment.) Horizons does not discriminate against applicants for employment because of past abuse of drugs or alcohol. It is the current abuse of drugs or alcohol, which prevents employees from properly performing their jobs, which the company will not tolerate.

I understand that either refusal to submit to the urinalysis screen or failure to qualify according to the minimum standards established by Horizons for this screen might disqualify me from further consideration for employment. I further understand that upon commencement of employment with Horizons, I may again be required to submit to a urinalysis screen.

I have read in full and understand the above statements and conditions of employment. I certify that the facts contained in this application are true and complete to the best of my knowledge.

SIGNATURE OF APPLICANT

DATE