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REQUIRED EMPLOYMENT DOCUMENTS

Please go to our website at www.vicdaniahomehealth.com to fill out on-line application.

After successfully completion of your on-line application, you will have 30 days to ensure the following are submitted or initiated with the Human Resource Office:

- Copy of current Resume
- Name of at least 2 References (Vicdania will send a "Service Letter" to each Reference you provide)
- Personal e-mail and phone number (cell and/or home)
- Complete Drug Screening (Vicdania will perform Test)
- Documentation showing "negative results" for PPD Step 1 and Step 2; or Blood Test for TB; or Chest X-Ray results within last 5 years
- Proof of eligibility for employment (Birth certificate, passport, green card, or work authorization card)
- Copy of current Professional License or CNA Registry
- HHA Certification (Evidence of completion of 75 hours of applicable training)
- Copy of Diploma, Degree, or Certificate from accredited school (In the event you cannot find required document, you must fill out and have notarized an "Affidavit of Loss" form provided by Vicdania)
- Proof of current Malpractice Insurance coverage (RN/LPN and Contractor Staff only) [Note: Contact www.nso.com if currently not covered]
- Physical Exam—with "Statement of Good Health" (must be within 3 months of date of on-line application)
- Verification of Hepatitis B vaccination; or signed refusal of the Hepatitis vaccine (Form provided by Vicdania)
- Copy of current CPR Certification (HHA applicants exempt)
- Current Driver's License/Photo Identification
- Copy of Social Security Card or verification at www.socialsecurity.gov/employer/verifyssn.htm
- Proof of current Auto Insurance
- Bank Information for Direct Deposit (Be sure to include blank check)
- Criminal Background Check (Vicdania will provide required forms); applicant must pay all required fees