

**NURSES CARE, INC**  
**NEW HIRE EMPLOYEE SCREENINGS**

Dear prospective employee: \_\_\_\_\_

First we will check your references . Then our committee will meet to discuss hours and salary available.

When a decision is reached, I will write or call you to discuss terms of employment.

Orientation begins at 9:00 A.M. on the day you are scheduled:\_\_\_\_\_.

Orientation will be in our Miamisburg office. Lunch will be provided if you are scheduled for the whole day in Miamisburg.

The orientation program for Home Health Aides is a full day until approximately 5:00 PM. For other disciplines, the times will be negotiated.

Not showing up on the day of orientation without phoning will be considered that you do not wish to be employed at this position.

On the orientation day:

1) We will do your fingerprinting for the mandatory State or F.B.I. background check

2) You will have a urine test done for drug testing. You may be asked to do this test prior to Orientation day.

Other items of documentation needed at orientation are: valid driver's license, Social security card or birth certificate, front page of your car insurance policy that shows you have liability insurance of \$100,000./person and \$300,000./per accident, and any other certificates (C.P.R. or C.N.A, or R.N.). If you have a recent T.B. test result and/or M.D. physical, please bring it or we will require new documentation the week of Orientation. If you have any questions, please call the office in Miamisburg at (513) 424-1141. Or in Middletown at (513) 424-0536..or the Montgomery office at (513) 791-0233.

Thank You