



Convenient Home Care Services Inc.

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Email: chc.services@yahoo.com • Web: convenienthomecare.com

Dear Applicant:

Thank you for choosing Convenient Home Care Services, Inc. Enclosed is our application package.

Please complete and send back EACH form/document and check it off the list below.

- Agency Application**
- Photocopy of Certificates of Training** (HHA and/or CNA)
- Three (3) Written Work References**
You must provide at least 2 letters of reference from elderly clients (or their family) that you have worked for. These letters have the name, address, and phone number of the person giving the reference, and the dates you worked there. You may provide one reference from a previous employer not relating to home care. You may also include written references from any agencies or facilities you have worked for.
- Applicant Skills List**

Please return all forms, including this checklist in the enclosed envelope. Note that your application **will not** be processed until you submit **all** of the documents listed above.

Also, please be advised that Convenient Home Care Services, Inc. will be performing a criminal background check prior to placement.

Thank you.