

RiseBoro Homecare Inc.

Application Package

Hello Prospective Applicant,

Thank you for your interest in employment with RiseBoro Homecare Inc. We are looking forward to having you as part of our team!

In light of the COVID-19 pandemic we will be conducting the application process with less contact as much as possible and the orientation via virtual hiring as we continue to practice social distancing.

Here are few instructions to help us navigate this process;

- The applications are readily available for pick-up at our office in the front foyer – once completed you can drop it off or email it to rrteam@riseboro.org
- There are specific instructions on the application; e.g. do not date or sign and date. **PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY.**
- **For submitting copies of documents, you may choose to email, fax, drop –off or text.**
- To email: rrteam@riseboro.org
- To Fax: 718-381-2759
- To Text: 929-437-7745
- **Please make sure to submit clear legible copies of ALL documents requested.**
- Your Permanent Resident card (Green Card) OR Employment Authorization MUST be submitted with both sides – front and back. ***Attached is a sample of how the documents should be submitted.***

Application Document Check List

- Make sure you complete the entire application –check off, sign, date etc.**
- Attach a copy of your Social Security Card * Please see list of acceptable I-9 documents**
- Attach Copy of Rubella and Rubeola lab report**
- Attach PPD information –Chest X-Ray report if applicable * for positive PPD**
- Attach Three (3) personal reference letters**
- Attach Proof of Address – Electric, Gas, Phone or Cable Bill**
- Attach copy of Home Health Aide Certificate**
- Attach one (1) passport size picture**

Please remember to put your contact number and your email address on the application as we will using these as our method of communication.

In the event you are not sure and need clarification please call 718-821-0254 and ask to speak to Ishia or Ninoska.

Best Regards,

HR/Compliance Team