

## Applicant Telephone Interview

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_  Home  Cell Text:  Yes  No  
Email: \_\_\_\_\_

### To help us find a case near you, may I have your address?

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

### How did you hear about us?

Employee: \_\_\_\_\_  Client: \_\_\_\_\_  Friend \_\_\_\_\_  
 Job Fair  Ad: \_\_\_\_\_

### To help us find a home that you will be comfortable in I have a few questions:

Are you an RN or LPN?  RN  LPN How long have you been a nurses? \_\_\_\_\_  
Nursing experience:  Nursing Homes  Doctor's Office  Hospitals  Home Care  
 Other: \_\_\_\_\_ Any CNA experience?  Yes  No

### Skills:

Trach  G-tube  Vents  Wound Care  Peds

Can you speak another language? \_\_\_\_\_

### What are your available to work?

Sun  Mon  Tues  Wed  Thurs  Fri  Sat  Other: \_\_\_\_\_

Shifts:  Days  Nights  Evenings

When are you available to start? \_\_\_\_\_

Are you afraid of or allergic to:  Dogs  Cats  Birds  Other: \_\_\_\_\_

Do you have any environmental allergies, such as smoke?  
\_\_\_\_\_

Do you have reliable transportation?  Yes  No How far is too far to drive? \_\_\_\_\_

"We would love for you come in a fill out an application and meet with one of our Director of Nursing. *(We want them to come in ASAP)* Are mornings or afternoon better for you?

AM  PM

Great! Let me check our schedule. How does \_\_\_\_\_ at \_\_\_\_\_ sound?

Wonderful! I have you down for *(repeat date and time back)*. I will send you a confirmation text shortly with the date, time, directions, and the items you will need to bring with you. Please be prepared to spend about two hours here."

Office Staff: \_\_\_\_\_