



Circles of Caring Adult Day Services
588 SE Bishop Blvd. Suite D
Pullman, WA 99163

Welcome to Circles of Caring!

We are happy that you have chosen to apply to become part of our family. Circles of Caring is committed to providing the best care for our participants and you play a vital role in this effort. Should you be selected to join our team, you will be instrumental in helping maintain a positive work environment for all employees. To that end, we will ensure you have a great place to work that is supportive and promotes safety for our participants and staff. Please review the following before you complete the attached application.

1. After a conditional offer of employment has been made, a criminal records check will be completed for all employees in accordance with state requirements. All employees must truthfully disclose any requested information on the criminal history check form and pass the criminal records check as a condition of employment. If you have concerns about this issue, please discuss it with the person interviewing you.
2. We are a drug-free workplace. All employees are subject to random drug testing. Employees are required to pass any random drug testing. Failure to pass will result in immediate termination from employment.
3. We also support a zero tolerance policy against harassment. Employees are prohibited from engaging in any type of harassment of any other employee, or of anyone else that the employee encounters through work (including vendors, visitors, etc.). All employees, supervisors, and managers have the responsibility to maintain a workplace free of any form of harassment. Any employee who believes he or she has witnessed or is being subjected to any type of harassment has a responsibility to report the matter to a supervisor/manager immediately.
4. Safety is an essential value to our Center and as such, we also support a zero accident culture. Should you be injured at work, it is a requirement that you report your injury immediately to your immediate supervisor whether or not you require medical attention. The incident will be immediately investigated to ensure that we are taking steps to avoid future injuries for our employees and protecting our participants from potential injury as well. We have a proactive Return-To-Work Program in which all employees are expected to participate if injured while working. This will allow you to maintain earning power during your recovery. It is required and expected that employees injured on the job will comply with our policies and procedures involving incident investigation, return to work and attendance of all medical appointments as well as compliance with physician requirements. All employees are expected to comply with all policies and procedure of the Center regardless of work status.
5. Each employee is responsible for meeting any training requirements initially and on-going that pertain to their position.

Again we are pleased that you have taken the time to investigate us as your next employer. During the interview, please ask questions to make sure that you fully understand what is expected from you in your new position.

Applicant Signature

Date