STAFF APPLICATION | A PN SYSTEM SERVICE

Applicant Guide

Step-by-step online employment application

www.staffapplication.org

This guide shows you, step by step, how to complete your employment application online at **www.staffapplication.org**. You can use a computer, tablet or cell phone. Your answers are saved as you go, so you can stop and come back later with your email and personal PIN.

Before you start, have this ready

- The **applicant password** your agency gave you (each agency has its own password).
- A working **email address** and **cell phone number**.
- Your **Social Security number**, **date of birth** and home address.
- Your **license or certificate number** (HHA, CNA, RN, LPN, PT, OT, ST, MSW, etc.) and its expiration date.
- Your **driver's license** number.
- Names, addresses, phone numbers and dates of your **last 3 employers**.
- At least **2 references** who are not relatives (name and phone).
- At least **1 emergency contact** (name and phone).
- About **30 to 45 minutes**. You do not need to finish in one visit.

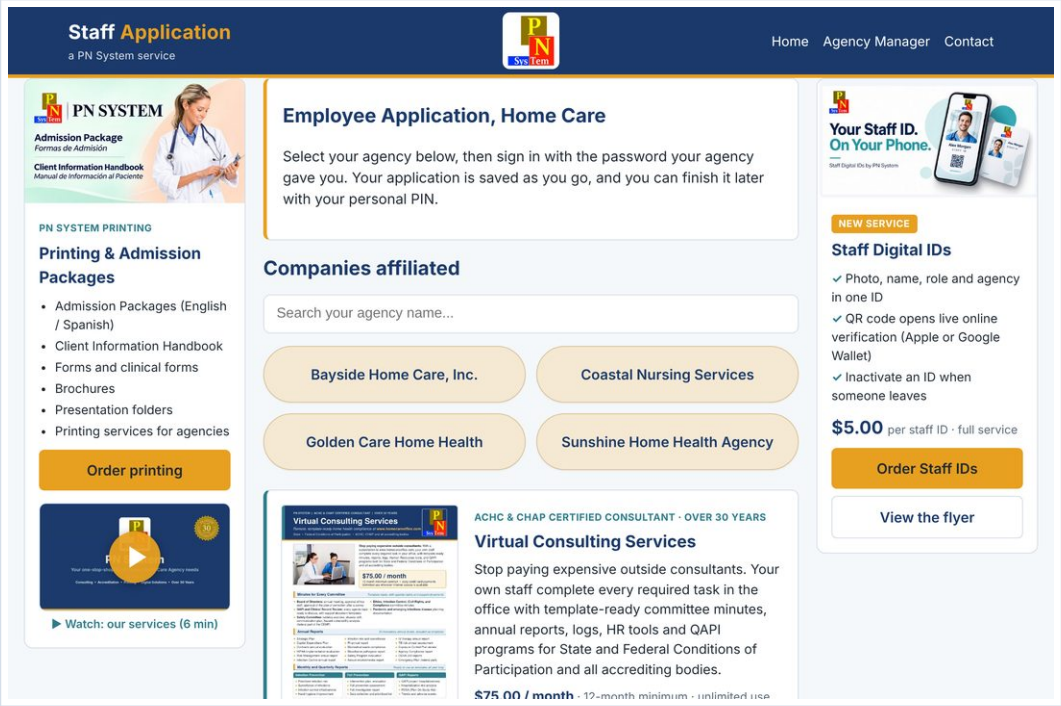
What you do online and what you do at the agency office

- **Online (anywhere):** personal information, employment and education history, references, health questions, agency forms, Form I-9 Section 1, and your electronic signature.
- **At the agency office:** the written test (if your position has one) with agency staff present, the skills check with a qualified evaluator, document copies (ID, Social Security card, license, CPR card, etc.) and any form the agency asks you to sign in person.

Part 1. Find your agency and sign in

1 Open the website and find your agency

1. Go to **www.staffapplication.org**.
2. Under **Companies affiliated** you will see one button for each agency.
3. Type part of your agency's name in the **Search your agency name** box to find it faster.
4. Click your agency's button.



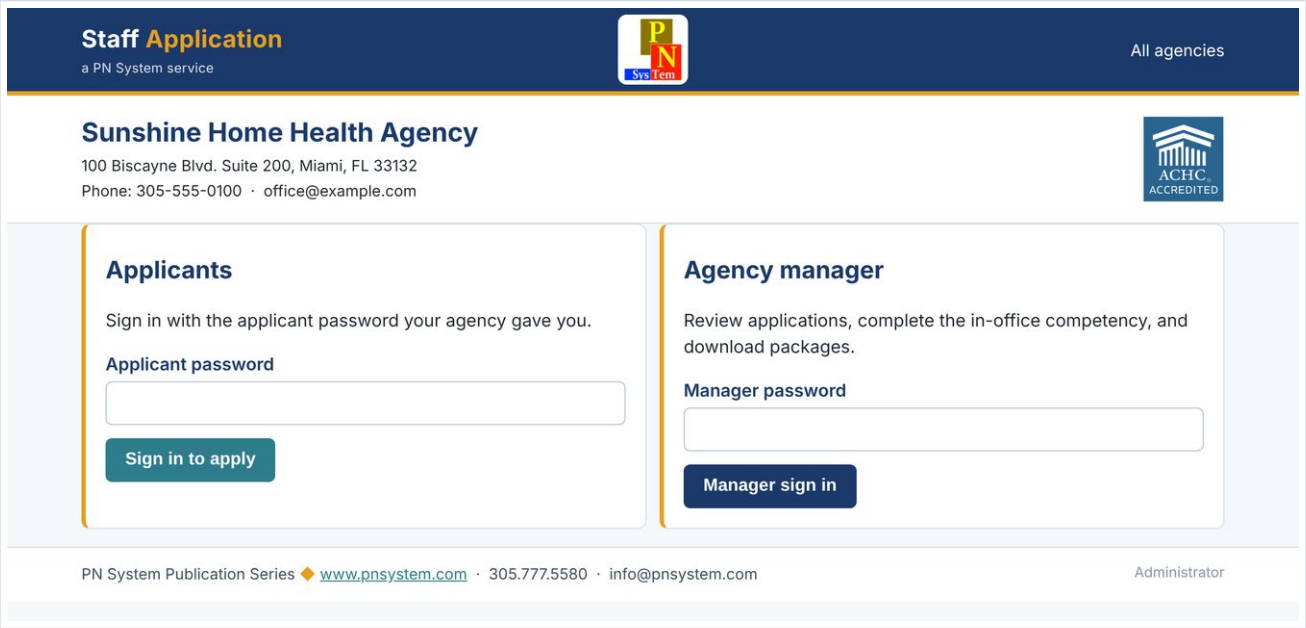
Home page: the agency buttons are in the center.

> **Tip**
>
> If you do not see your agency, call the agency office. Only agencies that use this service appear on the list.

2 Sign in with the applicant password

The agency page shows the agency's name, address and phone. Use the box on the left, **Applicants**.

1. Type the **applicant password** your agency gave you.
2. Click **Sign in to apply**.



Agency page. Applicants use the left box. The right box is only for the agency manager.

Wrong password?

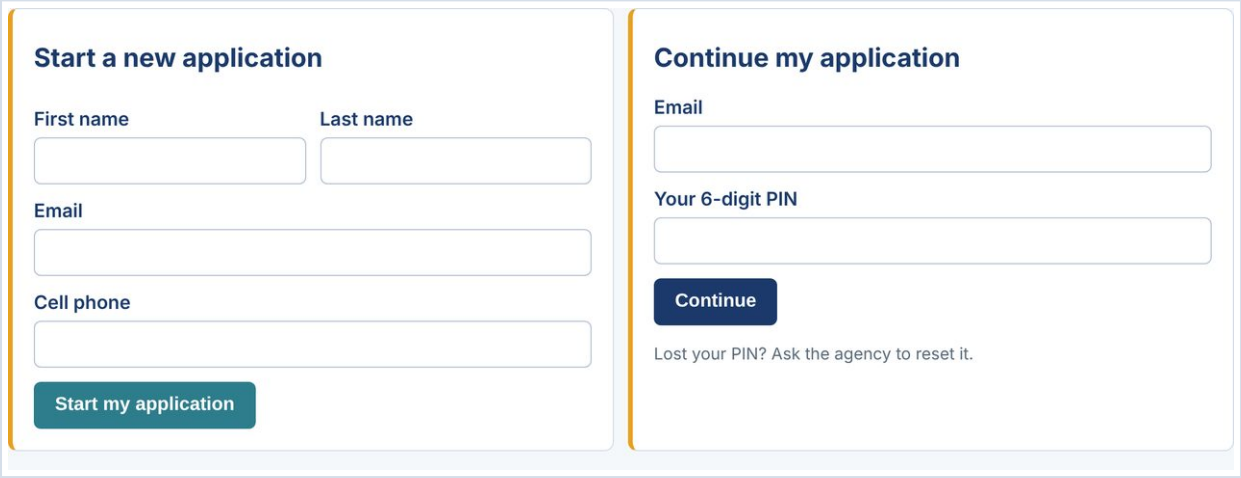
Passwords are case-sensitive (capital letters matter). After 8 wrong tries the page locks for 15 minutes. If it still does not work, ask the agency for the correct applicant password.

Part 2. Start your application and get your PIN

3 Start a new application

The first time, use the left box, **Start a new application**.

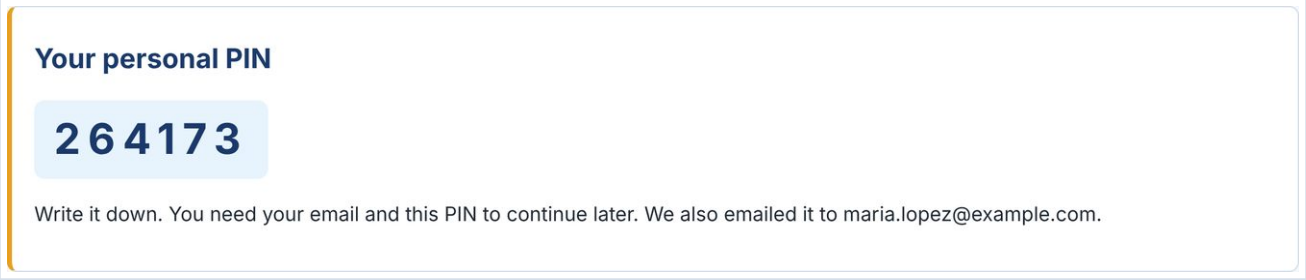
1. Type your **first name** and **last name**.
2. Type your **email** and **cell phone**.
3. Click **Start my application**.



Left: start a new application. Right: continue an application you already started.

4 Write down your personal PIN

The site shows a **6-digit PIN** and also emails it to you. **Write it down.** You need your email and this PIN to continue later.



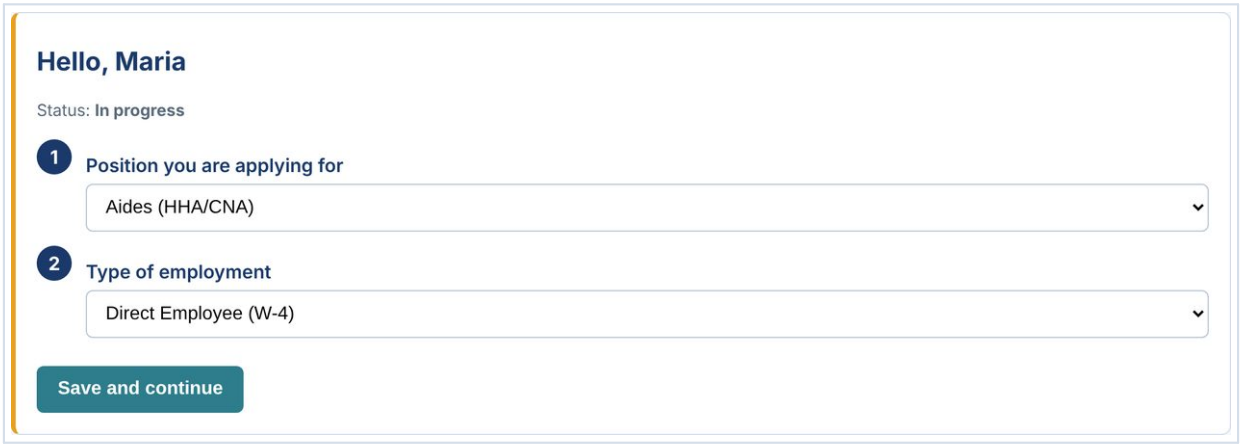
Your personal PIN (example). Keep it private.

Keep your PIN private

Your PIN protects your personal information (Social Security number, address, health answers). Do not share it. If you lose it, the agency can give you a new one.

5 Choose your position and type of employment

1. In **Position you are applying for**, choose your position (for example Aides HHA/CNA, Registered Nurse, Physical Therapist, Office Employees).
2. In **Type of employment**, choose **Direct Employee (W-4)** or **Independent Contractor (1099)**. Ask the agency if you are not sure.
3. Click **Save and continue**, then click **Open my application**.





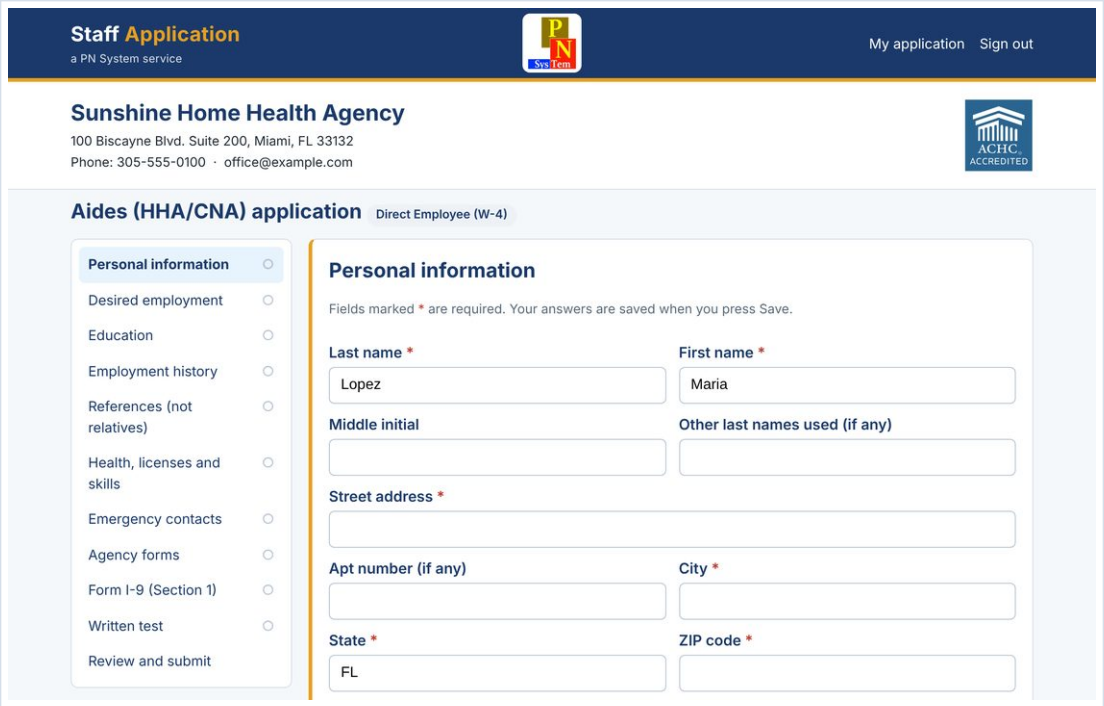
Type of employment	What it means for you
Direct Employee (W-4)	The agency is your employer, withholds taxes from your pay and gives you a W-2. You complete a **Form W-4**.
Independent Contractor (1099)	You work as a contractor, pay your own taxes and receive a 1099. You complete a **Form W-9** and the Tax Exempt statement.

Note

Some positions are offered only one way. If only one choice appears in the list, that is the one the agency uses for that position.

Part 3. Complete each section

The application is divided into short sections. The menu on the left (on a phone, at the top) shows every section. A **green check** means the section is complete; a **gray circle** means it still needs information. Fields marked with a red ***** are required.



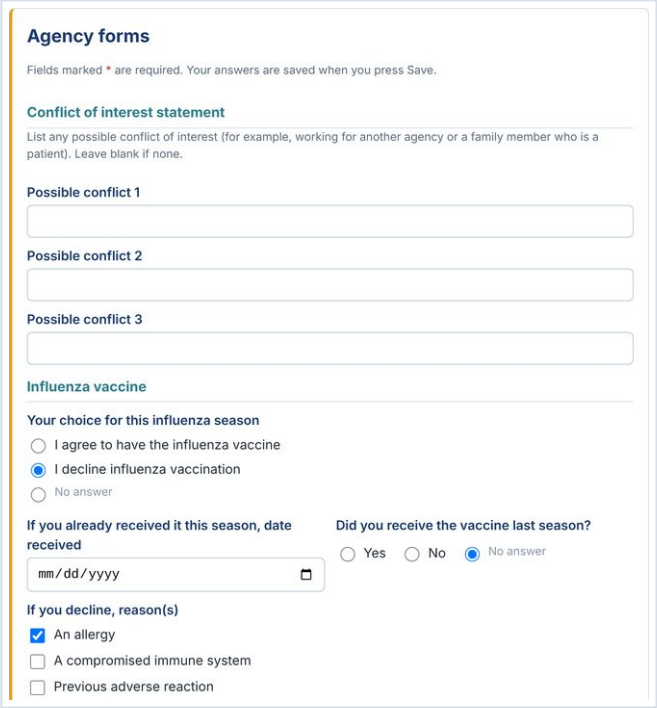
Section menu on the left. Click any section to go to it.

How saving works

- **Save and continue** saves the page and takes you to the next section.
- **Save** saves the page and keeps you on it.
- If you leave without saving, the answers on that page are lost. Save often.
- For your security, the site signs you out after 60 minutes without activity. Saved answers are kept.

6 Fill in each section

Section	What to enter	Tips
Personal information	Name, other last names used, address, phones, email, Social Security number, date of birth, driver's license, license/certificate number, specialty.	Write your name exactly as on your Social Security card. Use the format 000-00-0000 for the SSN.
Desired employment	Date you can start, if you work now, if the agency may contact your employer, if you applied before. Office applicants also type the job title.	Choose Yes / No. "No answer" leaves it blank.
Education	High school, college, graduate school and trade/business school: name and location, years, date graduated, degree.	Fill only what applies to you.
Employment history	Up to 3 employers, starting with the most recent: name, title, phone, address, duties, salary, dates, reason for leaving.	The agency uses these to request references. Include phone numbers.
References	At least 2 people who are not relatives: name, phone, address, occupation, relationship, years known.	Ask your references first so they expect the call.
Health, licenses and skills	Physical limitations, past work injuries, licenses (type, number, expiration, state), languages, military service.	Answer honestly. Details are kept confidential.
Skills self-appraisal	**Respiratory Therapists only.** Rate each skill 3, 2, 1 or 0 and type certification expiration dates.	3 = very competent, 0 = never done.
Emergency contacts	One or two people to call in an emergency.	At least one contact is required.
Agency forms	Conflict of interest, influenza vaccine choice, Hepatitis B vaccine choice; Direct employees also choose the W-4 filing status.	If you decline the flu vaccine, check the reason(s).
Form I-9 (Section 1)	Your citizenship or immigration status and, if it applies, A-Number, I-94 number or passport.	Your name, address, birth date and SSN are copied automatically.



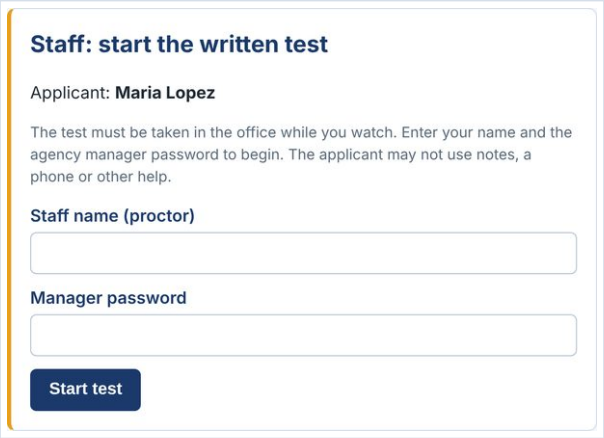
Agency forms section (example).

Part 4. Written test (at the agency office)

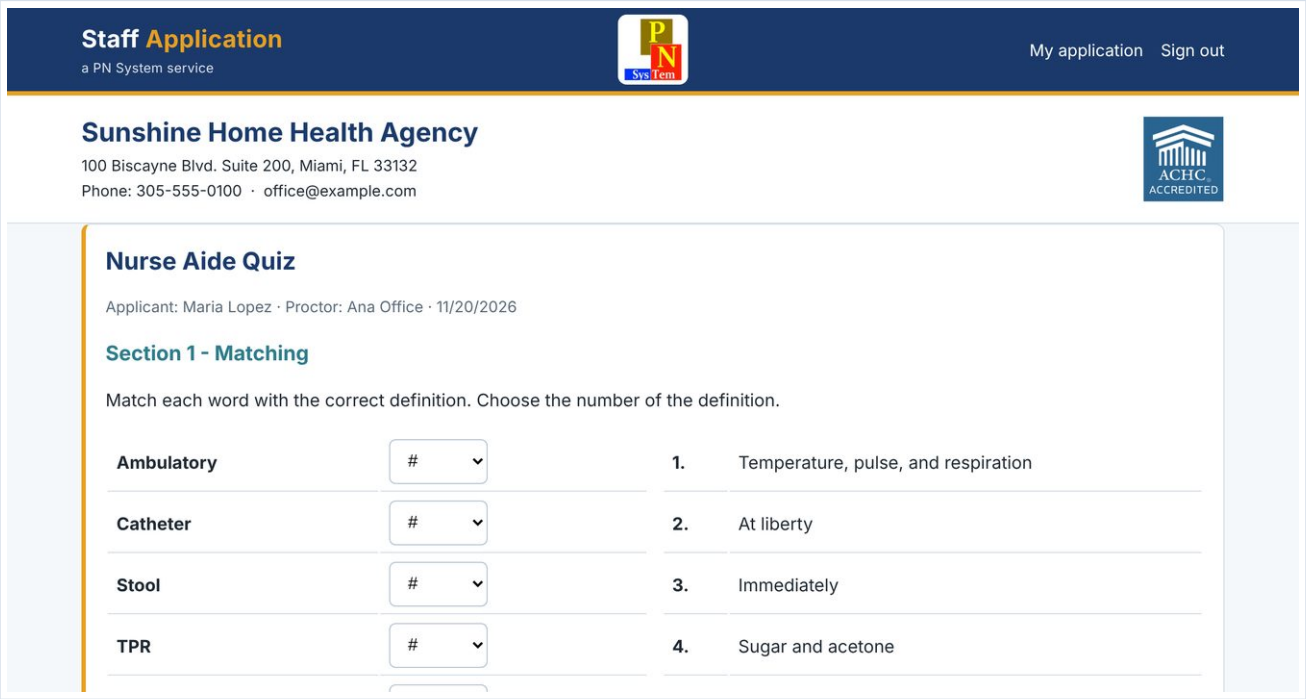
Some positions have a written test: **Aides (HHA/CNA)** take the Nurse Aide Quiz (10 matching words and 11 multiple-choice questions) and **RN and LPN** take the Pre-Employment Nursing Examination (15 questions). Other positions skip this step.

7 Take the test with agency staff present

1. Go to the agency office. Sign in and open your application on the office computer or your phone.
2. Click **Written test** in the menu, then **Start the test with staff**.
3. A staff member types their name and the agency manager password to start the test. You cannot start it alone.
4. Answer every question. For matching, choose the number of the definition; for multiple choice, choose one answer.
5. Click **Submit test**. You can take the test only once. Your score goes directly to the agency.



Staff unlock the test with the manager password.



Nurse Aide Quiz (example).

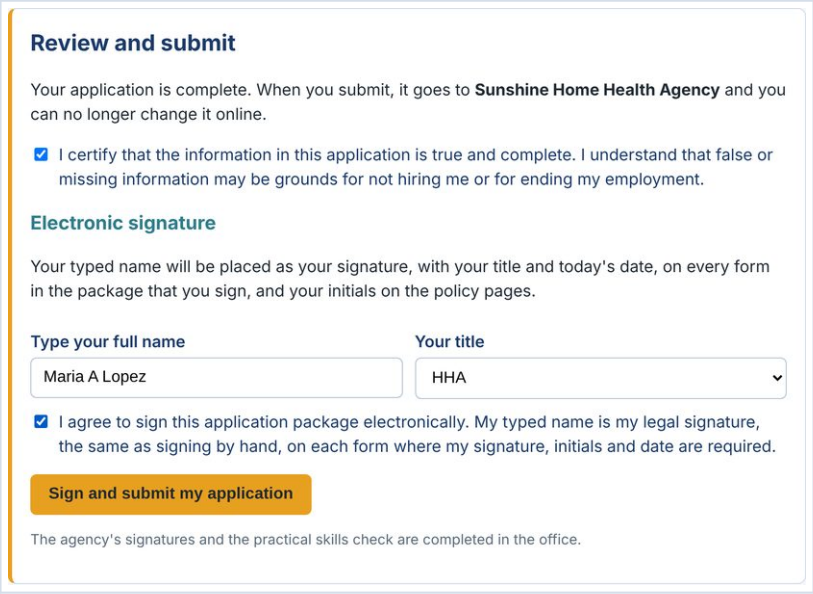
Test rules

- Do not use notes, books, a phone or help from other people.
- The test is graded with the official answer key; 80% is passing.
- You will not see your score on screen. The agency will discuss the result with you.

Part 5. Review, sign and submit

8 Sign electronically and submit

1. Click **Review and submit** in the menu. If anything is missing, the page lists it. Click the section, complete it and come back.
2. Check the box that certifies your information is true and complete.
3. Type your **full name** (first and last name as in your application) and choose your **title** (for example HHA, CNA, RN, LPN, PT).
4. Check the box agreeing to sign electronically.
5. Click **Sign and submit my application**.



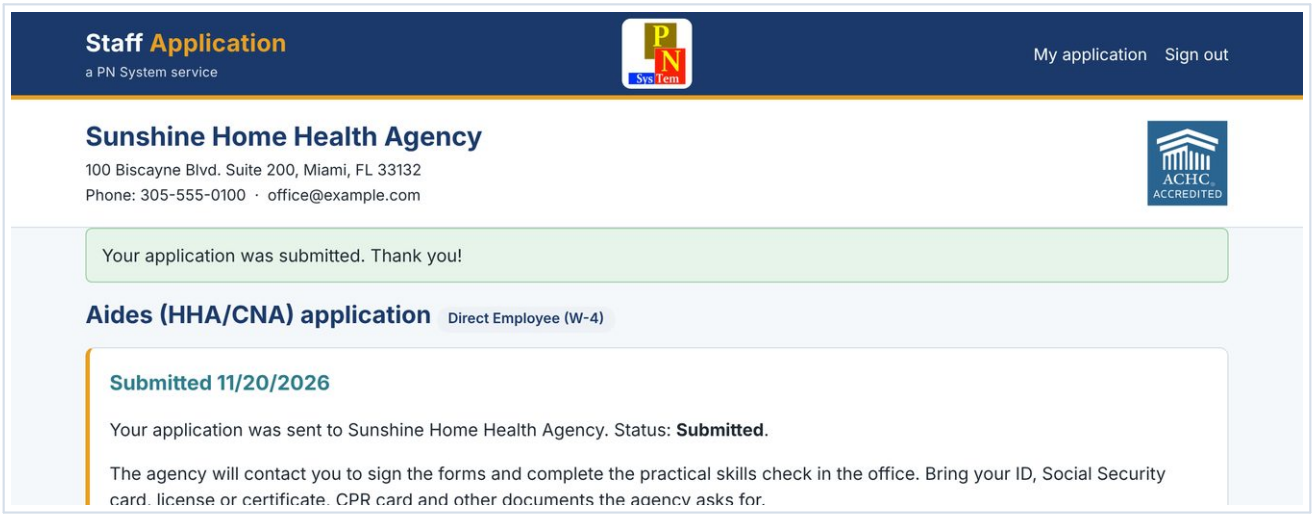
Review and submit, with the electronic signature.

What your electronic signature does

- Your typed name is your legal signature, the same as signing by hand.
- It is placed, with your title and the date, on every form in the package that the applicant signs, and your initials go on the policy pages.
- The date, time and internet address of your signature are recorded for the agency.

9 After you submit

- You see **Your application was submitted. Thank you!** and you receive a confirmation email.
- The agency receives your complete application package by email.
- After submitting you cannot change the application online. To change something, call the agency; they can reopen it for you.
- The agency will call you to finish the in-office steps.



Confirmation after submitting.

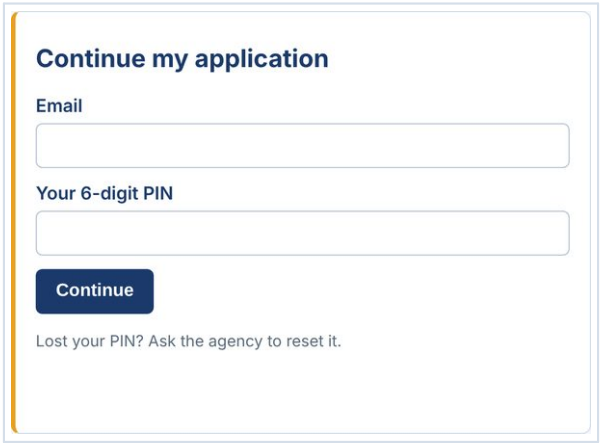
Bring to the agency office (ask the agency for its full list)

- Photo ID (driver's license or state ID) and Social Security card, or other I-9 documents.
- Your professional license or certificate (HHA, CNA, RN, LPN, PT, OT, ST, MSW, etc.) and CPR card.
- Proof of auto insurance and driver's license if you drive to patients.
- Physical exam, TB test or chest X-ray, and vaccine records, if you have them.

Part 6. Continue later, lost PIN and questions

10 Continue an application you already started

1. Go to www.staffapplication.org, click your agency and sign in with the applicant password.
2. Use the right box, **Continue my application**: type your email and your 6-digit PIN.
3. Click **Continue**. You return to your application with everything you saved.



Problem	What to do
I lost my PIN	Call the agency. The manager can create a new PIN for you in seconds.
"Email or PIN not found"	Use the same email you used to start. Check the PIN digits. After 8 tries, wait 15 minutes.
The page says my session expired	You were inactive for 60 minutes. Sign in again and continue; saved answers are kept.
I made a mistake after submitting	Call the agency. They can correct it, or reopen the application so you can change it and sign again.
The agency asked me to sign again	You received an email. Sign in, continue with your email and PIN, open Review and submit and sign again.
The written test does not start	It must be started by agency staff with the manager password, in the office.
I do not have a computer	Use your cell phone; the site works on phones and tablets. The agency may also have a computer you can use.

Your privacy

The site uses a secure connection (https). Only the agency you applied to can see your application. The application package emailed to the agency is protected with a password. Always click **Sign out** when you finish, especially on a shared computer.