

Skill Creations Inc.

Dear Applicant,

Thank you for your interest in employment with Skill Creations, Inc. Here is some important information for you to know if you are selected for a position:

All Employees are required to:

- ✓ Have a personal working telephone
- ✓ Have the ability to lift 50 pounds
- ✓ Possess a valid NC driver's license and be acceptable to our insurance carrier
- ✓ Have a High School Diploma or G.E.D. equivalent
- ✓ Provide 3 business references
- ✓ Provide a local criminal record check

Information will also be obtained regarding:

- ✓ The North Carolina Health Care Personnel Registry
- ✓ State and/or National criminal record histories

Those selected for employment will participate in:

- ✓ Pre-Employment and Random Drug Screening
- ✓ Orientation relating to
 - policies, procedures, HIPAA, client programming; data collection etc.
 - CPR/First Aid/ Safety
 - North Carolina Interventions

Attendance for this course is mandatory and participants must successfully complete the entire orientation in order to retain employment.