

# CARELINC

Medical Equipment & Supply

## Employment Application

CareLinc Medical Equipment & Supply Co., L.L.C. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, citizenship, age, disability, genetic information, height, weight, marital or veteran status or any other protected status in accordance with the requirements of applicable federal, state and local laws. CareLinc Medical Equipment & Supply Co., L.L.C. also provides reasonable accommodation for individuals with disabilities in accordance with applicable law.

**PLEASE PRINT ALL INFORMATION EXCEPT YOUR SIGNATURE.**

### GENERAL

Name: \_\_\_\_\_  
LAST FIRST M.I.

Present address: \_\_\_\_\_  
NO. STREET CITY STATE ZIP

E-mail address: \_\_\_\_\_ Phone number: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Position applying for: \_\_\_\_\_ or ☐ Any position available

Wage Desired: \_\_\_\_\_ Date available to begin work: \_\_\_\_\_

<b>Are you currently authorized to be lawfully employed in the U.S.?</b> (Proof of eligibility will be required upon employment) <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Will you now or at any time in the future require our sponsorship for a work visa or employment-based permanent resident status?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If you were made a conditional offer of employment, are you willing to undergo a national criminal background check?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
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Have you entered into any form of restrictive covenant (non-compete agreement, non-solicitation agreement, confidentiality agreement, etc.) with any past or present employer, person or entity, which would prohibit or limit your ability to be employed by CareLinc Medical Equipment & Supply Co., L.L.C. or to fully perform the functions of the position for which you are applying? ☐ YES ☐ NO If "Yes," you will be required to furnish a copy of such agreement prior to any employment.

### EMPLOYMENT

Include all employment (and self-employment), starting with your current or most recent. You may also attach your resume stating all of the requested information. If you were unemployed for any time between any of the jobs listed below, indicate the dates of each period of unemployment and the reason.

NAME OF EMPLOYER	EMPLOYMENT DATES	DESCRIBE DUTIES PERFORMED	REASON FOR LEAVING
NAME	FROM (MM/YY) TO (MM/YY)		<input type="checkbox"/> DISCHARGE <input type="checkbox"/> LAYOFF <input type="checkbox"/> RESIGNATION EXPLAIN: _____ _____ _____ _____
ADDRESS			
NAME	FROM (MM/YY) TO (MM/YY)		<input type="checkbox"/> DISCHARGE <input type="checkbox"/> LAYOFF <input type="checkbox"/> RESIGNATION EXPLAIN: _____ _____ _____ _____
ADDRESS			

## REFERENCES

WHOM YOU HAVE KNOWN AT LEAST THREE YEARS THAT ARE NOT RELATED TO YOU AND BY WHO YOU ARE/WERE NOT EMPLOYED

EMPLOYER USE ONLY

NAME	CONTACT NUMBER	ATTEMPT MADE (DATE & TIME) <input type="checkbox"/> successful <input type="checkbox"/> unsuccessful
NAME	CONTACT NUMBER	ATTEMPT MADE (DATE & TIME) <input type="checkbox"/> successful <input type="checkbox"/> unsuccessful

## APPLICANT'S ACKNOWLEDGEMENT AND AGREEMENT

### 1. CERTIFICATION OF TRUTHFULNESS

PLEASE READ CAREFULLY:

The information contained in this application is accurate and complete to the best of my knowledge and belief. I understand that this application must be fully and accurately completed, without omission and without evasion. I also understand that any misrepresentation of fact, as stated or implied, given in my application, interviews, or any other employment form or document provided to CareLinc Medical Equipment & Supply Co., L.L.C. ("CareLinc"), is sufficient reason not to hire me, or reason for dismissal if discovered during my employment. I also acknowledge that this application will only be considered for the first ninety (90) days after I apply. If I desire a position after this application expires, it will be my responsibility to fill out a new application and file it with CareLinc.

### 2. AUTHORIZATION FOR EMPLOYMENT/EDUCATION INFORMATION

I understand and agree that all information furnished in this application, including references, prior employment and education, may be investigated by CareLinc and/or its authorized agents, and I authorize CareLinc and its authorized agents to obtain additional background information, including but not limited to one or more consumer reports. I understand that any offer of employment is conditional based upon my successful completion of a background check and that any falsification or withholding of information may be grounds for withdrawing an offer of employment. I waive the right I may have to notice from any individuals or organizations named or referred to in this application prior to the release of any employment information to CareLinc. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization or credit reporting agency to give CareLinc all information that relates to or is requested during CareLinc's investigation, and I hereby release those individuals, organizations and CareLinc from any and all liability for any claim or damage resulting therefrom. Further, following the separation of my employment from CareLinc for any reason, I authorize CareLinc to use and/or disclose any information in its possession concerning me for reference or other purposes to any third party without receiving any prior notice, and I waive all Claims (defined below) in connection with such use and/or disclosure.

### 3. CARELINC RULES, POLICIES, PROCEDURES AND STANDARDS

I understand that, if hired, I am required to abide by all rules, policies, procedures and standards of CareLinc including, without limitation, those set forth in an Employee Handbook, as may be amended from time to time, or in any other communication to employees. I further understand that CareLinc's rules, policies, procedures and standards are subject to change without prior notice.

### 4. ANY EMPLOYMENT IS AT-WILL

I understand and agree that, if hired, my employment will be at-will, and either I or CareLinc may terminate my employment at any time, with or without cause and with or without notice. I understand and agree to the full extent provided by applicable law that no one at CareLinc has any authority to change this at-will arrangement except for the President of CareLinc, who may only do so in a written signed agreement.

### 5. PHYSICAL/MEDICAL EXAMINATION AND DRUG/ALCOHOL TEST

I consent to drug and alcohol testing as directed by CareLinc and understand that if I do not successfully complete the test that any job offer will be withdrawn. I further understand and agree that if I am employed, I may be required to submit to alcohol or drug testing, random or otherwise, during my employment.

### 6. REQUEST FOR ACCOMMODATION

If I am a qualified individual with a disability or disabilities who requires a reasonable accommodation to perform my job and I work in Michigan, I agree that I must notify CareLinc of my need for the same within 182 days after I know or reasonably should have known that an accommodation was needed. Failure to do so will bar me from alleging that CareLinc has not accommodated me under applicable law.

### 7. SHORTENED PERIOD FOR FILING CLAIMS/APPLICABLE LAW

I understand and agree that any and all causes of action, lawsuits, damages, claims, and/or demands whatsoever relating to CareLinc, its affiliates, any successors, and/or involving any of their respective shareholders, owners, officers, directors, employees, agents, and/or representatives arising out of the employment application process, my employment and/or separation of employment including but not limited to those arising under any State or Federal civil rights statutes and those seeking collective or class relief (collectively, "Claims") must be brought, if at all, within six (6) months of the event or events from which the Claims arise but in no event more than six (6) months following the separation of my employment with CareLinc (or within the time frame provided by any shorter statute of limitations), or the Claims will be forever barred to the full extent permitted by applicable law. I waive any statutes of limitations to the contrary. Applicable law means Michigan law, regardless of any other conflict of law principles.

### 8. WAIVER OF COURT LAWSUIT AND JURY TRIAL/AGREEMENT TO ARBITRATION

I understand and agree that, to the full extent permitted by applicable law, I waive the right to file any and all Claims in Court, including waiving the right to have a jury trial, and agree that any Claims of any kind will be decided exclusively by final and binding arbitration before the American Arbitration Association ("AAA") under the then applicable Employment Arbitration Rules and Mediation Procedures and that a court of competent jurisdiction may enter a judgment on any such arbitration award.

***I have read and understand this Acknowledgment and Agreement, agree that all terms stated herein are reasonable and certify my agreement to such by my signature below. Further, if I am submitting this Employment Application electronically, I agree that my electronic signature is just as binding on me as my actual handwritten signature would be.***

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Save completed application & e-mail to [twarning@carelincmed.com](mailto:twarning@carelincmed.com) or turn-in at your nearest CareLinc location.

HRFM02119

# I WILL... BECAUSE I CARE



I will be considerate of others' needs, recognizing the importance of collaboration and a positive attitude in achieving our shared mission. I am committed to actively participating in the instruction and guidance of my team members and foster an environment of continuous learning and support. As an advocate for our customers, I will be helpful and caring to everyone, treating each customer with dignity and understanding. I will anticipate the needs of both customers and co-workers, ensuring that my actions consistently reflect the values of CARE.

I will continually strive to better myself. I will embrace feedback and learn from my mistakes aiming for and understanding that there is always room for improvement. I will remain committed to finding solutions rather than complaining or placing blame. If there is not an immediate solution, I will communicate timelines and next steps. I am committed to responding to messages and emails promptly and professionally. I will efficiently complete my work, and will hold important the consideration of other's time, which will also guide my actions. Taking ownership of my workspace, I will maintain a neat, clean, and professional environment. I will present myself professionally by adhering to the dress code of my area.



ACCOUNTABILITY



RELATIONSHIPS

I will adhere to the established lines of communication as outlined in the organizational chart and will uphold the CareLinc Communication Expectations. I will respectfully engage and actively listen to understand. I will assume positive intent in all interactions and focus on building and nurturing relationships with coworkers, customers, and referrals. I will value and respect different perspectives, regardless of position or background, maintaining transparency, openness, and honesty. I will actively foster an environment of creativity and welcome new ideas, ensuring our workplace remains dynamic and inclusive.

I will approach customer interactions with understanding and compassion because I recognize my role in their overall experience. I will be supportive and respectful of customers, referrals, and coworkers, fostering a positive and inclusive environment where acceptance and diversity thrive. I am committed to coaching in private and praising in public. I will connect with others who may be facing challenging situations, recognizing their unique needs and meeting them where they are.



EMPATHY

**CARE** Standards reflect our role as active members of a larger community promoting cooperation and shared goals.

Our customers rely on us not just for products, but for guidance, understanding, and support during challenging times. The **CARE** Standards are designed to unify our approach, setting clear expectations for how we treat our customers, coworkers, referrals, and ourselves, and ensure that we are consistently delivering the highest level of **CARE** and professionalism.

I acknowledge that I have read and understand the CARE Standards.

initial

X

Signature

Date

By signing, I affirm my commitment to upholding these standards should I become employed at CareLinc Medical Equipment. I understand that my adherence to these standards is essential to my role and the company's mission. I further agree that my electronic signature is the legal equivalent of my handwritten signature and confirms my intent to be bound by this commitment.

**CARELINC**