**QUALIFICATIONS CHECKLIST**



**Human Resources Assistant**

In addition to answering the questions below regarding your qualifications, please submit a resume and cover letter with your Employment Application. Your cover letter should address why you are interested in working at Unity Care NW and describe your experience in a position of this type.

| **QUALIFICATIONS** | **Yes** | **No** |
| --- | --- | --- |
| 1. Do you have a bachelor’s degree or associates degree in Business, Human Resources, or a related field or equivalent education, training, and experience? Please explain: |  |  |
| 1. Do you have a Professional in Human Resources (PHR) certification (a plus)? |  |  |
| 1. Do you have at least one year experience working in Human Resources (preferred)? |  |  |
| 1. The Centers for Disease Control and Prevention strongly recommends the following vaccines for healthcare workers: Influenza, Measles, Mumps and Rubella (MMR), Varicella (Chickenpox), Tdap (Tetanus, Diphteria, Pertussis) and Tuberculosis screening. As a Unity Care NW employee, would you agree to follow these CDC recommendations? |  |  |

***I hereby certify that all statements made above are true and correct.***

Signature Date

Print Name