



HARMONY HEALTH CARE INSTITUTE, INC.

APPLICATION FORM INSTRUCTIONS

APPLICATION FEE – All applicants must pay a \$350 non-refundable application fee with submission of application documents. Application interviews will not take place until the application fee is paid. *No personal checks!*

APPLICATION FORM – Complete the entire form including the personal statement (Please type or print neatly).

RESUME – All applicants must submit a current resume/work history.

CRIMINAL RECORD RELEASE FORM – **Please follow the instructions carefully:**

1. **Fill out the top half only.** Do not miss any lines, or the form will be sent back to you.
2. Bring it to a Notary Public and get it notarized
3. Mail it to the address on top of the form with a \$25 check or money order. Make checks payable to: *State of NH- Criminal Records.*

REFERENCE FORMS – Applicants must submit two (2) Professional/Business References and one (1) Personal Reference. Professional/Business References must be completed by an individual in a position of authority to the applicant and they must write their title in the space provided. All references must be dated within the past thirty days.

HEALTH STATUS VERIFICATION FORMS – Applicants must submit Health Status Verification Forms in order to be eligible for acceptance. Applicants may and are recommended to submit these forms on or before the day of the interview. An interview can still be conducted without submitting the documentation; however the applicant will not be granted acceptance unless if they have fulfilled this requirement. **The applicant's Health Care Provider must complete and date the Physical Exam and Immunization Record Forms. If the applicant no longer has Immunization records they must have blood work proving that they are immune to the diseases listed on the form.*

HIGH SCHOOL TRANSCRIPTS – All applicants must have their official high school/GED transcripts mailed directly to the Harmony Health Care Admissions Office. The Admissions Office will not accept transcripts from students. ****If the applicant obtained their high school diploma in a foreign country they must submit a copy of their high school diploma from that country.** These applicants must also provide official documentation validating that they have the equivalency of a U.S. high school diploma. If you have questions on how to get your foreign transcripts evaluated please give us a call at (603)886-0822 or toll free 1(877)886-0822. Please note that foreign transcripts must be **evaluated not translated.**