

HOME HEALTH CARE STAFF, ON LINE APPLICATION INSTRUCTIONS:

Open Internet, and go to the following Web Page: *(Abra la siguiente pagina de internet)*

<http://www.staffapplication.com/> **Download Adobe at:** <https://get.adobe.com/reader/>



In the main (Home) page, look for the name of the Agency that your applying, and click in that button.
(En la pagina principal, busque el boton con el logo del nombre de la Agencia que usted va a aplicar)

Now you are in the Agency that you are looking for: *(Ahora esta en la Agencia que esta buscando)*

For **FIELD STAFF**: *(Para los empleados de la calle, no oficina)*

1) Complete the field staff application part, by clicking in the field employee button:
(Complete los datos de los empleados de la calle, apretando el boton que dice:)

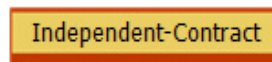
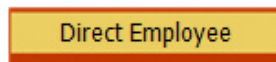


ALWAYS yo need to pick up (by arrow down, the name of your Agency)
SIEMPRE tiene que escoger la compañía donde va a trabajar, bajando la flechita con el nombre de las agencias.



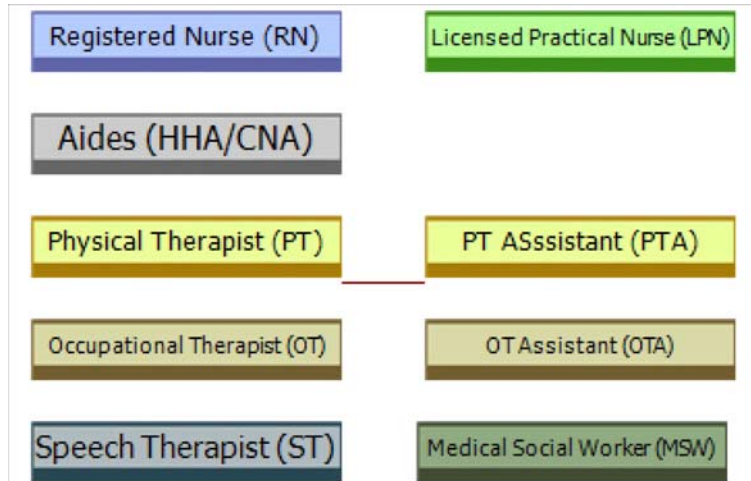
When finish print, and delivery to your agency. *Cdo termine printeelo y llevelo a la Agencia.*

2) Complete Direct or Contract part, according your contract type: *(Complete Directo o independiente)*



When finish print, and delivery to your agency. *Cdo termine printeelo y llevelo a la Agencia.*

3) Complete the Information for your respective discipline: RN, LPN, HHA/CNA, PT, OT...etc, by clicking in the specific button: *(Complete la información de su respectiva disciplina, apretando el boton adecuado)*

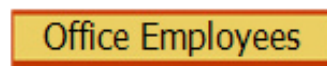


When finish print, and delivery to your agency.

Cdo termine printeelo y llevelo a la Agencia.

OFFICE STAFF:

Go directly to the following button:



Any question call us back: PN System, 305-818-5940



Google Chrome: Open PDF in Adobe Reader

Google Chrome will open PDF files in a Chrome browser window. If you would rather open a PDF in Adobe Reader, you can follow these steps.

Chrome Settings:

- Ensure that Adobe Reader is installed on the computer. Download at: <https://get.adobe.com/reader/>
- In Chrome, go to the “Menu” icon, then choose “Settings“.
- In the “Privacy and Security” section, select “Site Settings“.
- Scroll to the bottom and select “Additional Permissions“.
- Scroll down and select “PDF documents“.
- Switch the “Download PDF files instead of automatically opening them in Chrome” to “On“.

PDF files will download in Chrome just like any other file. You can select the downloaded file at the bottom of the window, then choose “Open”, then the file will open in a separate Reader window. Select the “Always open files of this type” option.

Adobe Reader Settings:

If files open in a different application, you may have to change a setting in Adobe Reader.

- Open Adobe Reader, then select “Edit” > “Preferences“.
- Select “General“
- Choose the “Select as Default PDF Handler” button.
- Select “Continue“, then follow the steps provided.
- Let Windows do its thing, then restart the computer.

www.pnsystem.com

Info@pnsystem.com

www.homecareoffice.com

