

TRIUMPH Home Care Administrator Employment Application

Employment Application — Administrator

Help support daily operations, communication, scheduling, and client service within a professional home care environment. This application takes about 5 minutes to complete.

PERSONAL INFORMATION

Full Name	Date
Phone Number	Email Address
Home Address (Street, City, State, ZIP)	
Are you 18 or older? ☐ Yes ☐ No	Authorized to work in the U.S.? ☐ Yes ☐ No

EDUCATION & EXPERIENCE

Highest level of education	Field of study (if applicable)

Years of administrative / office experience:

☐ 1–3 years
☐ 3–5 years
☐ 5+ years

Have you worked in healthcare or home care administration?

☐ Yes
☐ No
☐ Related field

SKILLS

Areas of strength (check all that apply):

- ☐ Scheduling & coordination
- ☐ Client / customer service
- ☐ Phone & email communication
- ☐ Records & documentation
- ☐ Billing / invoicing
- ☐ HR / onboarding

Please list software and hardware within your skill set(e.g., Microsoft Office, Google Workspace, scheduling/EMR systems):

AVAILABILITY

Hours of availability

Earliest start date

Work preference:

☐ In-office

☐ Hybrid

ABOUT YOU

Why are you interested in this role at Triumph Home Care? (1–2 sentences)

CERTIFICATION & SIGNATURE

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any misrepresentation may result in disqualification or termination of employment.

Signature

Date

Thank you for your interest in joining Triumph Home Care. We will review your application and be in touch soon.