



Prince William Area Agency on Aging
5 County Complex Court Ste., 240
Woodbridge, VA 22192
703-792-6400
Fax: 703-792-4094
www.pwcgov.org/aoa

Thank you for your interest in the Care Registry to work as a companion. This program is intended to link your services with persons in the community who may need assistance, either for themselves, a friend, or family member.

Once approved, your name will be added to our Care Registry. All pertinent information, such as: address, phone number, hours you will be available, fees, experience, services you are willing to provide, and training will be provided to those persons requesting the Care Registry, along with names of other applicants. Interested parties will contact and interview you for work. **Prince William County DOES NOT match you with others. Prince William County's role in providing the Care Registry is to provide a service to those needing assistance.** It will be entirely up to you and your potential employer to negotiate terms, fees and work schedule. Please read the disclaimer of liability section on the enclosed application for further information.

Enclosed is an application form for you to complete and return as soon as possible. Please complete each section carefully and neatly. The application must be typed or written in black ink. You are requested to provide **three work-related references** demonstrating your experience in companion work. References should be relevant to caregiving work you have previously performed. Therefore, be sure to include names, complete addresses, and phone numbers for each reference. In addition, three reference forms are enclosed. Please fill out **Section 1** only on each form and return with your application. Once your completed application has been received, this office will forward the forms to your references. You **must sign** your application in the designated areas for disclaimer of liability and release of information.

Companions must have a Virginia State criminal history check and sex offender check. You must obtain Form SP-167 on the website: www.virginiatrooper.org under Forms and Publications. On that website, create your request to be printed for mailing to the VA State Police (must mail in one form per request).

- All instructions for completion of each form are provided.
- SP -167 form is required.
- Once you have completed the form you can make payment online or by check.
- Please print, attach payment, and mail to address listed on the form for processing.

Please review your application thoroughly before submitting. We will only process complete applications. Incomplete applications will not be processed and will be returned for completion.

Sincerely,

Linda Moore CIRS-A/D
Information and Referral Specialist
703-792-7649, lmoore@pwcgov.org
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Empower, Enhance, and Enjoy Aging!