

Application for Employment

Thank you for considering us. Our organizations are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, handicap or veteran status.

Our Organizational Values are carried out by everyone who works here, every day. This is accomplished by the specific commitment of each individual to certain behaviors toward all of those we serve, including:

1. **It's a Calling:** This work is more than a job. You have to care about what you are doing and that has to show in the actions you choose in order to stay here.
2. **Respect Everyone** ... no matter what. Our actions should demonstrate this, and should never detract.
3. **We Say Hello and Goodbye!**
 - a. **We acknowledge anyone in our presence** without waiting for them to acknowledge us first.
 - b. **We're Never Just "Right Back"** as we know that automatically leaves somebody waiting. Instead, we respond with something specific about when we can be expected to return or when we will respond further.
 - c. **Is There Anything Else I Can Do** ... Especially true with residents/patients at the bedside, we always seek to ask if there is something else a person needs, or if they have any questions, before we leave their presence.
4. **Focus Shouldn't Limit** – While we recognize that there is often work which requires sharp attention, we strive to be aware of other factors that might be present, seeking to be mindful of what else is going on so that we can see the whole picture.
5. **What You See Matters.** There are a few simple things that can make a difference:
 - a. **Name tags** are worn so that they can be seen.
 - b. **Litter** is nobody's job to pick up – it's everybody's. So stopping to pick something up at any time is pretty much more than OK.

Before you even begin to fill out the application form, please consider these basics, and sign below to affirm your commitment to them as a condition of employment with us.

Signature of Applicant _____

PERSONAL DATA:

Date: _____ / _____ / _____

1. Name: _____
Last
First
Middle
 2. Social Security No.: _____
 3. Street: _____
 City: _____ State: _____ Zip Code: _____
 4. Landline Telephone: _____ Cell/Mobile Telephone: _____
 5. How Were You Referred To Us?

<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> Walk In	<input type="checkbox"/> Online
<input type="checkbox"/> School	<input type="checkbox"/> Employee	<input type="checkbox"/> Other
- Name of Referral Source: _____

POSITION/AVAILABILITY:

1. Indicate the position for which you are applying: _____
 at _____ Broad Reach of Chatham Inc. -- Liberty Commons / Broad Reach Rehab.
 _____ Broad Reach Hospice & Palliative Care, LLC
 _____ Victorian Health of Chatham, Inc. – Victorian Assisted Living Residence

 2. Type of employment desired:

Regular	Full Time _____	Part Time _____	Per Diem _____
Temporary	Full Time _____	Part Time _____	

 3. Shift Desired _____ Day _____ Evening _____ Night

 4. Salary Desired: _____

 5. When could you start? _____

 6. Have you ever worked for our companies before? _____ Yes _____ No
 If yes, please specify date, facility and location: _____

 7. Have you ever applied for employment with this Company before? _____ Yes _____ No
 If yes, please specify date, facility and location: _____

 8. Much of what we do happens 24-hours per day, 365 days per year. Therefore, what is your availability to work:

a. Nights?	_____ Yes	_____ No
b. Weekends?	_____ Yes	_____ No
c. Rotating Work Schedule?	_____ Yes	_____ No
d. Flexible Schedule?	_____ Yes	_____ No
e. Overtime?	_____ Yes	_____ No
f. Holidays?	_____ Yes	_____ No
- Comments: _____

EMPLOYMENT HISTORY:

1. List below the names of all your employers (you may list volunteer positions as well as paid positions, if you wish). List present employer or most recent employer first. You may add additional pages, if necessary.

EMPLOYER	ADDRESS & TELEPHONE #	DATES EMPLOYED		REASON FOR LEAVING	TITLE/NATURE OF WORK	NAME/TITLE OF IMMEDIATE SUPERVISOR
		----- FROM	TO:			

2. Are you employed now? _____ Yes _____ No
 If yes, may we inquire of your present employer? _____ Yes _____ No

3. Do you have any commitments to another employer which might affect your employment with us?

4. Are you subject to any restrictive covenants from prior employment such as agreements to protect confidential or proprietary information or agreements not to compete? If so, please explain.

REFERENCES:

Provide the following information regarding 3 persons not related to you who have known you longer than 1 year:

NAME	ADDRESS AND TELEPHONE #	BUSINESS	YEARS ACQUAINTED	REFERENCE CHECKED BY: [COMPANY USE ONLY]
1.				
2.				
3.				

EDUCATIONAL DATA:

TYPE OF SCHOOL	NAME AND ADDRESS	MAJOR OR COURSE OF STUDY	GRADUATED (Y OR N)	DEGREE
High School:				
College:				
College:				
Graduate School:				
Trade/Business School:				
Other:				

Subjects of Special Study or Research Work: _____

MISCELLANEOUS:

- 1. Were you in the U.S. Armed Forces? _____ Yes _____ No
 - 1a. If yes, what Branch? _____
 - 1b. Dates of Duty? From: _____ To: _____
 - 1c. Rank at Separation: _____
 - 1d. Briefly describe your duties: _____

Note: This Company does not discriminate on the basis of National Guard or Reserve Unit Duty obligations.

- 2. Please list any other information you think would be helpful to us in considering you for employment, such as organizations, activities, accomplishments, computer skills, etc. Exclude all information indicative of age, sex, sexual orientation, race, religion, color, national origin, disability or handicap.

CRIMINAL HISTORY:

- 1. Have you ever been convicted of a felony? _____ Yes _____ No
If yes, please explain on the reverse side of this form.
- 2. Have you been convicted of a misdemeanor during the past five years? Exclude convictions for drunkenness, simple assault, speeding, traffic violations, or disturbing the peace. _____ Yes _____ No
If yes, please explain on the reverse side of this form.
- 3. Have you completed a period of incarceration within the past 5 years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, traffic violations or disturbing the peace). _____ Yes _____ No
- 4. If the answer to any of the above questions is yes, please state whether you were convicted more than 5 years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, traffic violations or disturbing the peace). _____ Yes _____ No
If yes, please explain on the reverse side of this form.

Note: An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests or criminal court appearances and adjudication in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution. A conviction will not necessarily disqualify you for the job for which you have applied.

AGREEMENT: (Please read the following statements carefully).

I understand and agree that prior to any job offer, I will be given a written description of that job and will be asked about my ability to perform specific job functions or duties involved in that job.

I certify that all information on this application and any other material provided by me is true and complete. I agree that falsified information, misrepresentations or omissions on this application, or any accompanying resume or other materials will disqualify me from consideration for employment and will be considered justification for dismissal whenever discovered.

Unless otherwise noted, I authorize this Company or its agent to investigate and/or verify all information in this application, including contacting all persons, schools, current employer (if applicable), previous employers and other individuals or entities named herein (and those named on accompanying resume, if any). I hereby authorize my former employers and other third parties named on this application to release information pertaining to my work record, habits and performances. In doing so, I hereby release them our organization and its agents from all liability which may flow from the release of such information.

I understand that if I am hired my employment will be on an at-will basis, for no definite term. As such, I understand that I will enjoy the right to terminate my employment at any time, and that the company will similarly enjoy the right to terminate my employment. This status can only be modified by a written document setting forth such modification, signed by both me and an authorized representative of the Company. I further acknowledge that I am expected to abide by all Company rules, regulations, and policies, written or unwritten, but that such rules, regulations and policies do not create a contract between me and the Company or otherwise restrict the right of either party to terminate the employment relationship.

Signature

Date

Note: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.