

VILLA ST. JOSEPH
1030 State Street, Baden, PA 15005
Application for Employment



Dear Villa St. Joseph Applicant,

Thank you for your interest in Villa St. Joseph (VSJ) as a potential employer. Villa St. Joseph is an Equal Opportunity Employer. All applicants are considered for positions without regard to race, creed, color, religion, sex, sexual orientation, national origin, ancestry, age, qualified disability or handicap, or veteran status.

Based upon the information you have provided, the appropriate department manager will review your application and if there is a need to schedule you for a personal interview, you will be contacted by phone or mail. We regret that we are unable to provide a more personal response to our applicants. Your application will be kept on file for up to one (1) year and personal information below for up to three (3) years.

Please follow these instructions when completing your application:

1. Please print legibly in ink or type all required information.
2. The application must provide **all information** requested to evaluate your job qualifications. In addition, you may attach a resume in addition to completing the application. A resume **does not** substitute for an application.
3. Please remember that **an incomplete application will not** be considered. All items must be completed, including the highlighted items.

Personal Information:

Date of Application: ____/____/____ Referral Source _____
Last Name _____ First Name _____ Middle Initial ____
Address _____
Street City State Zip
Social Security Number _____ - _____ - _____ Home Phone (____) _____ - _____
Cell Phone Home Phone (____) _____ - _____ E-Mail Address _____

If you are under 18 years of age, do you have a current transferable work permit? YES NO

If not a U.S. citizen, do you have the right to work in the United States? YES NO Visa/Alien Registration # _____

In compliance with the "Immigration Reform and Control Act of 1986," if you are hired, you will be required to provide original documents to establish your identity and authorization to work in the USA. You must present acceptable documents within 3 business days following your hire date as required by law.

Employment Desired:

Position applied for _____ Expected Pay per Hour \$ _____

Date available to start ____/____/____ Will accept: Full Time Part Time PRN

Specify days and hours/shifts available to work _____

If Registered Nurse or License Practical Nurse, License # _____ Currently Licensed in PA? YES NO

Was your original nursing license in PA? YES NO If no, what state were you licensed in? _____

If Certified Nursing Assistant, Registration # _____ Currently Certified in PA? YES NO

Was your original Nurse Aide certification in PA? YES NO If no, what state were you certified in? _____

Applicant, please describe any special skills and/or training, volunteer/community services, you possess that you feel are related to the position for which you are applying (include certifications and licenses):

Have you ever worked for Villa St. Joseph? YES NO If yes, when? From ____/____/____ To ____/____/____

Position Held _____ Reason for Leaving _____

Supervisor _____ Names of relatives/friends employed by VSJ _____

Reasonable Accommodation:

Are you aware of any reason why you cannot perform the essential functions of the job for which you are applying with or without a reasonable accommodation? YES NO If yes, please explain below:



Villa St. Joseph Notice to Applicants

Villa St. Joseph of Baden, Inc. requires criminal history background checks for all applicants or new employees who have been hired on or after July 1, 1997. Under the Pennsylvania Older Adults Protective Services Act, employees with a criminal history of certain criminal convictions are not permitted to be employed by a Nursing Home, **regardless of when the conviction(s) occurred**. VSJ is required to obtain a criminal history record check through the Pennsylvania State Police. If you have not been a resident of Pennsylvania at all times for at least the last two years, or if you live outside of Pennsylvania, we will also need to obtain a criminal history record check from the FBI by submitting a full set of fingerprints, which is in addition to the usual criminal record check. If you do not cooperate with the criminal history record check process, you will not be considered for employment. You may be employed on a provisional basis, pending the outcome of the criminal history record check, provided you affirm in writing that you are not disqualified from employment based on a conviction for the prohibitive offenses listed below. **If the State Police or FBI criminal history record reveals a conviction for a crime that precludes employment under the law, you will be terminated immediately.**

As part of its employment application procedures, VSJ requires you to provide a list of all criminal convictions. Convictions not included under the prohibitive convictions of the Older Adults Protective Services Act will be considered based on factors that relate to your suitability for employment in the position applied for, including the type and severity of the crime, and when the conviction occurred. A criminal history as outlined precludes employment under the law.

Please complete the following:

I, _____, an applicant for employment with Villa St. Joseph, hereby affirm that I am not disqualified from employment due to a prohibitive criminal conviction under Section 503 of the Pennsylvania Older Adults Protective Services Act. Specifically, I hereby affirm that I have not been convicted at any time of any of the following offenses:

- (1) An offense designated as a felony under the act of April 14, 1972 (P.L. 233 No. 64) known as the Controlled Substance, Drug, Device and Cosmetic Act.
- (2) An offense under one or more of the following provisions of 18 PA C.S. (relating to crimes and offenses)

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2901 (related to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 3301 (relating to arson and related offenses)
- Section 3502 (relating to burglary)
- Section 3701 (relating to robbery)
- A felony offense or two or more misdemeanors under Chapter 39 (relating to theft and related offenses)
- Section 4101 (relating to forgery)
- Section 4114 (relating to securing execution of documents by deception)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- Section 4952 (relating to intimidation of witnesses or victims)
- Section 4953 (relating to retaliation against witnesses or victims)
- A felony offense under: Section 5902(b) (relating to prostitution and related offenses)
- Section 5903 (c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301 (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)

- (3) A Federal or out-of State offense similar in nature to those crimes listed in paragraphs (1) and (2)

Applicant's Signature

Date



Villa St. Joseph

Standards of Behavior

1. **Integrity** – Do the right thing. Interacting with others in a way that gives them confidence in one's intentions and those of the organization.
2. **Person-Centered** – Developing and using collaborative relationships to facilitate the accomplishment of work goals.
3. **Engagement** – Using appropriate interpersonal and influence styles and methods to help reach goals while considering the needs and potential contributions of others.
4. **Initiating Action** – Taking prompt action to achieve goals/objectives beyond what is required; being proactive.
5. **Commitment To Excellence** – Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
6. **Civility** – Treat others as you would like to be treated, with dignity and respect; remember to welcome new employees, you were new at one time too, communication with others should be positive and should never be belittling or hurtful.
7. **Problem Solving/Communication** – You don't have to win every argument, agree to disagree; it is not what you say but how you say it. Understand the problem; embrace the problem; find a solution.
8. **Decision Making** – Identifying and understanding issues, problems and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints and probable consequences.

My signature indicates that I understand the above behavioral standards and they are a requirement to uphold if I become an employee of Villa St. Joseph, failure to do so will be grounds for discipline action, up to and including termination. I also understand that these standards are incorporated in the Employee Handbook and that if I become employed, they will also be a part of my annual evaluation.

Applicant Signature

Date

*Villa St. Joseph, 1030 State Street, Baden, PA 15005
Phone: 724-869-6300*



Villa St. Joseph

APPLICANT NOTICE and CONSENT TO DRUG AND ALCOHOL TESTING

Villa St. Joseph is committed to providing a workplace that is drug and alcohol free. It is strictly prohibited to manufacture, distribute, possess, use or be under the influence of alcohol, controlled substances, or improperly used prescription medication on Company premises, or while engaged in company activities.

I understand that if I am offered employment, as part of the pre-employment process, I will submit to a post-offer screening for drugs and alcohol within 48 hours or 2 business days of the job offer. I will provide valid photo identification to testing site at the time of testing to verify my identity.

I certify that I will voluntarily provide breath and urine specimens for the purpose of testing. I authorize any physician, screening test technician, breath alcohol technician, medical facility, or other agent retained by Villa St. Joseph to collect samples as required and to provide test results and evaluations to VSJ management.

I understand that I will be ineligible for employment for any of the following:

- ❖ Verification of a positive drug or alcohol test result excluding prescription medications being taken as prescribed and verified by the Medical Review Officer (MRO);
- ❖ Refusal/Failure to submit to a drug and/or alcohol test;
- ❖ Conduct indicating an attempt to tamper/substitute/adulterate a urine specimen or notification and receipt of the same verified by the laboratory or MRO;
- ❖ Inability to provide the necessary specimen (in the absence of a valid and confirmed medical explanation for the inability to provide the specimen).

I further understand that if I become employed, Villa St. Joseph reserves the right to conduct substance abuse testing for "Reasonable Cause" as determined by management to be appropriate. Any violation of the above statements will be grounds for discipline action up to and including termination.

To the full extent authorized by applicable laws, rules and regulations, I release and hold Villa St. Joseph, any such designated person or institution, any laboratory utilized, their respective employees, agents and other contractors for services under this policy, harmless from any liability (including liability arising by virtue of negligence) arising from any request made to furnish any required specimen for testing, the testing of such specimen and the release of information in accordance with this authorization and any decisions made concerning my application for employment or my continued employment with Villa St. Joseph based upon a positive result of such test showing substance abuse/usage in violation of the Villa St. Joseph policy.

(please one)

I consent I do not consent Initials _____

Applicant Name (Print)

Applicant Signature

Date