



EMPLOYMENT APPLICATION

Applications are considered for all positions without regard to race, creed, color, religion, sex, national origin, sexual orientation, age, marital or veteran status, or in the presence of a non-related medical condition or handicap.

Name _____ Date _____

Address _____ Phone # _____

City _____ State _____ Zip _____ email: _____

Position desired: _____ Expected Salary: _____

How did you learn of this position? _____

Who do you know currently employed by SMC? _____

Have you applied here before? Yes No When? _____ Position applied for? _____

Can start when? _____ Full time Part time Temporary Other _____

Are you at least 16 years of age? Yes No Will you work: () days () evenings () nights () any

Are you a citizen of the United States of America or can you submit verification of your legal right to work in the U.S.? Yes No

EMPLOYMENT EXPERIENCE: Start with your present job or last job. Include military assignments and other volunteer activities. Exclude organizational names that indicate race, color, religion, sex, or national origin.

Employer 1 _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Supervisor's Name _____

Job Title _____ Reason for leaving _____

Dates of Employment: From _____ To _____ Salary or Hourly rate _____

Employer 2 _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Supervisor's Name _____

Job Title _____ Reason for leaving _____

Dates of Employment: From _____ To _____ Salary or Hourly rate _____

Employer 3 _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Supervisor's Name _____

Job Title _____ Reason for leaving _____

Dates of Employment: From _____ To _____ Salary or Hourly rate _____



EDUCATION

Schools/Colleges Attended:

Years Attended

Year of Graduation

Certification/Degree

Three rows of horizontal lines for entering education information.

Describe any special qualifications for this job:

Three rows of horizontal lines for describing special qualifications.

Professional Status: Profession: _____ License #: _____

License Expiration Date: _____

Drivers License # _____ State _____ Expiration _____

Are you a veteran of the U.S. Military service? [] Yes [] No

Do you have a record of founded child or dependent adult abuse and/or have you ever been convicted of a crime other than a simple misdemeanor offense relating to motor vehicles and laws of the road under chapter 321 or equivalent provisions, in this state or any other state?

[] Yes [] No If yes, please explain: _____

Please feel free to attach your resume and/or any references that you wish to supply.

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this facility is required by law to check for any criminal or abuse record. I understand that this application is not intended to be a contract of employment and that any employment relationship between me and SMC is terminable at will. I understand I will be required to fulfill all aspects of any job if I am hired to perform the job. I understand that any offer of employment is conditional upon my successful completion of a drug test, background check, physical, and back evaluation. In the event of employment, I understand that I am required to abide by all SMC rules and understand that false or misleading information given on my application or interview may result in termination.

Signature _____ Date _____

SHENANDOAH MEDICAL CENTER IS A TOBACCO FREE CAMPUS



Our Standards of Behavior

As a member, or applying to become a member, of our Healthcare team at Shenandoah Medical Center, I commit to role modeling these behaviors and give others permission to assist me.

Customer Service & Respect

- We consistently go out of our way to provide exceptional care and exceed the expectations of our customers, patients and co-workers in all situations, regardless of our title, position or job.
- We immediately acknowledge and/or greet everyone we meet with eye contact, a smile, and a friendly greeting.
- We use respect when addressing all customers, patients and co-workers, refraining from terms of endearment such as “honey”, “sweetie”, “grandpa”, etc.
- We seek opportunities to assist patients and visitors in finding their destination by accompanying them. We treat others the way we would like to be treated – with the greatest care and love.
- We do not use or disclose any confidential records of any person, including friends, relatives, staff members, or volunteers, unless authorized to do so and required to do so as part of our official duties.
- We convey our concern for patients and our willingness to serve through our manner, expressions and communications.
- We respect all individuals’ personal and cultural beliefs, ideas and contributions in a supportive manner.

Communications

- We use eye contact and body language that displays respect.
- We communicate by using terms our patients, families and coworkers can understand.
- We acknowledge the power of a sincere apology.
- We ask questions with clarity and listen carefully to create better understanding.

Teamwork

- We promote an environment that supports mutual respect and teamwork.
- We share in the responsibility for maintaining a clean, attractive facility by picking up after ourselves and routinely disposing of visible trash indoors and out.
- We model personal responsibility by completing required tasks ourselves and not leaving them for others to do.
- We are flexible when faced with changes to our work environments or work schedules.
- We look beyond our assigned tasks to assist co-workers when possible or find resources when necessary.
- We maintain a safe work environment by practicing safe personal habits and being aware of organization-wide safety concerns.

Professionalism

- We promote confidence in Shenandoah Medical Center by maintaining a professional demeanor at all times.
- We do the right thing for the right reason even when no one is watching.
- We are honest and reliable in everything we do.
- We communicate respectfully in all situations to maintain the privacy and dignity of our coworkers, patients and customers.
- We dress to reflect respect and professionalism toward the organization and our patients, being mindful of what our appearances communicate.
- We maintain zero tolerance for abusive behavior (verbal or physical).
- We maintain appropriate and current competencies according to our job classifications.

Loyalty

- We display loyalty to our entire SMC team by refraining from gossip, rumors or inappropriate language.
- We support/advocate for the organization in our community.
- We demonstrate respect for organization traditions and values through our actions and attitude.

Leadership

- We clarify expectations, and provide examples in our actions and teachings.
- We encourage each other and celebrate our progress.
- We focus on our work, gaining speed and momentum.
- We prepare, learn, and gain perspective in order to better our performance.

I have read, understand, and agree to these Standards of Behavior.

Caregiver/Applicant Signature

Print Name

Date