



## APPLICATION FOR EMPLOYMENT

Homestead Village, Inc. considers applicants for all positions without discrimination to race, color, religious creed, age, sex, ancestry, national origin, handicap, disability or any other legally protected status. Reasonable accommodation shall be made for employees, when necessary, including job restructuring so long as essential tasks of the job are not altered. Any complaint of discrimination may be filed with the Pennsylvania Human Relations Commission at (717) 299-7840.

*PLEASE PRINT*

Position Applied For	Date of Application
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How did you learn about us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Newspaper advertisement
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Initial	E-mail Address
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Address	City	State	Zip Code
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Telephone Number (s)	Social Security Number
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If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application for employment with us before? If Yes, give date \_\_\_\_\_  Yes  No

Have you ever been employed with us before? If Yes, give date \_\_\_\_\_  Yes  No

Do any of your friends or relatives work here?  
If Yes, state name, relationship and department \_\_\_\_\_  Yes  No

Are you currently employed?  Yes  No

Can you provide documentation verifying you are eligible for employment within the United States?  
*Proof of citizenship or immigration status will be required upon employment.*  Yes  No

Date Available for Work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  PRN (number of hours per week \_\_\_\_\_)  
 1<sup>st</sup> shift  2<sup>nd</sup> shift  3<sup>rd</sup> shift

Please mark the days you are available to work:  Sun  Mon  Tues  Wed  Thurs  Fri  Sat

Have you ever been convicted of or pled guilty or no contest to any felony or misdemeanor crime?  
If Yes, please list all crimes to which you have pled guilty or of which you have been convicted, including date of offense. \_\_\_\_\_  Yes  No

Are you currently on "lay off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you lived in the state of Pennsylvania for the past two (2) years?  Yes  No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

**Describe any specialized training, apprenticeship, skills and extra-curricular activities you have that are relevant to your employment.**


**Describe any job-related training received in the United States military.**


**List professional, trade, business or civic activities and offices held.**

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:


## SPECIALIZED SKILLS (Skills/Equipment Operated)

<input type="checkbox"/> PC/MAC	Nursing License/ Certification Number: _____
<input type="checkbox"/> Spreadsheet	Other (list) _____
<input type="checkbox"/> Word Processing	

**WORK EXPERIENCE** *Begin with most recent experience and explain any gaps in employment on the last page.*

Employer	<b>Dates Employed</b>		<b>Describe Work Performed</b>
Address	From	To	
Telephone Number			
Job Title	<b>Hourly Rate / Salary</b>		
Supervisor	Starting	Final	
Reason for leaving			<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	<b>Dates Employed</b>		<b>Describe Work Performed</b>
Address	From	To	
Telephone Number			
Job Title	<b>Hourly Rate / Salary</b>		
Supervisor	Starting	Final	
Reason for leaving			<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	<b>Dates Employed</b>		<b>Describe Work Performed</b>
Address	From	To	
Telephone Number			
Job Title	<b>Hourly Rate / Salary</b>		
Supervisor	Starting	Final	
Reason for leaving			<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

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Telephone Number			
Job Title	<b>Hourly Rate / Salary</b>		
Supervisor	Starting	Final	
Reason for leaving			<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	<b>Dates Employed</b>		<b>Describe Work Performed</b>
Address	From	To	
Telephone Number			
Job Title	<b>Hourly Rate / Salary</b>		
Supervisor	Starting	Final	
Reason for leaving			<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**PERSONAL/PROFESSIONAL REFERENCES** *Do not include family members.*

Name	Phone Number	Occupation
1.		
2.		
3.		

**Homestead Village, Inc. is a tobacco-free community.**

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**APPLICANT'S STATEMENT**

I hereby give Homestead Village, Inc. the right to make a thorough investigation into my previous employment, education and references; and I release from all liability all persons, companies and/or corporations providing such information. I release, indemnify and hold harmless Homestead Village, Inc. from and against any and all liability which might result from making such an investigation.

I understand that any false answer, statement, representation or omission of information made by me in this application shall constitute sufficient cause for Homestead Village not to continue with the employment process, or if already employed, cause for immediate discharge. I also understand that nothing contained in this employment application or granting of an interview is intended to create an employment contract between Homestead Village and myself for either employment or for the granting of benefits. No promise regarding employment has been made to me, and I understand that no such promise or guarantee is binding upon Homestead Village unless made in writing. If an employment relationship is established, I understand and agree that it will be of an "at will" nature, in that it is not for a definite period of time, and that I have the right to terminate my employment at any time, for any reason or for no reason, and that Homestead Village retains a similar right.

This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that, if accepted for employment, it is necessary to abide by the rules and policies of Homestead Village and that I will be on a ninety (90) day probationary period before being considered a regular employee. I also understand that satisfactory completion of a pre-employment physical examination and drug screen will be required as a condition of employment.

I understand that smoking is not permitted on Homestead Village property at any time.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## **OUR MISSION**

Enhancing independence and dignity as together  
we create a compassionate community.

## **OUR VISION**

To serve all who come into our community with genuine and remarkable kindness, respect, and skill. Our service is based on the hallmarks of individuality, continual improvement, engagement in the broader community, and commitment to complete wellness.

## **OUR VALUES**

- We value every member of the Homestead Village community
- We practice and expect high ethical standards, applying the principles of trust, honesty, respect, integrity, and commitment.
- We strive to provide exceptional service, holding each individual in utmost esteem.
- We support an environment that improves quality of life, fulfills individual aspirations, values diversity, and holds our Mission paramount.
- We seek to minister to each individual's body, mind and spirit.
- We acknowledge and respect one another's spiritual beliefs while honoring our Christian heritage.

## **OUR PHILOSOPHY OF CARE**

We believe in the dignity, inherent worth and right to self-determination of each individual resident.

We strive to meet the health and wellness needs of residents at all levels along the continuum of care.

We provide an environment that enhances and encourages continued personal growth and life satisfaction.

We make decisions utilizing open and honest communication involving residents, their families, and members of the health team,

We exercise thoughtful stewardship of the resources of the resident, Homestead Village and the greater community.

*(see other side)*

1. The Mission of Homestead Village states the core belief of our organization. Our employees must know it, understand it, and implement it in the interactions with others.
2. The Homestead Village Philosophy of Care is communicated to all employees. It is everyone's responsibility to support this philosophy.
3. The Employee Promise is the basis for the service we provide our customers. It must be honored by all employees.
4. We will utilize the following Steps of Service in interactions with residents:
  - Greet residents with a smile and use residents' name whenever possible;
  - Listen and respond to residents requests in a timely manner;
  - Ask residents if their needs have been met to their satisfaction.
5. We will work together with cheerfulness, confidence, and a professional demeanor to meet the needs and wants of our residents, treating everyone with the same trust, respect and dignity accorded our residents.
6. All employees will complete Annual Mandatory Training, including a customer service component.
7. To create pride and joy in the workplace, all employees are encouraged to be involved in the planning that affects them.
8. Each employee is encouraged to identify areas for improvement throughout the facility and report them to their team leader, the president, or through the suggestion box program.
9. It is the responsibility of each employee to create and participate in an environment of teamwork, including lateral service, that meets the needs of the residents and each other.
10. Whoever receives a resident concern will own it. Each employee is responsible for resolving resident issues when confronted, or ensuring the issue is effectively communicated to personnel who can appropriately resolve the issue.
11. To provide the finest personal service for our residents, each employee is responsible for identifying individual resident preferences.
12. Uncompromising levels of cleanliness are the responsibility of every employee.
13. Escort residents or guests rather than pointing out directions to another area of Homestead Village.
14. Use Homestead Village telephone etiquette. Identify self upon answering, answer within three rings, answer with a smile, use caller's name whenever possible, and before placing a caller on hold, ask the caller, "May I put you on hold?"
15. Take pride in and care of your personal appearance. Everyone is responsible for conveying a professional image by adhering to Homestead Village's clothing and grooming standards.
16. Think safety first. Each employee is responsible for creating a safe, secure and accident-free environment.
17. Protecting the assets of Homestead Village is the responsibility of every employee. Conserve energy, maintain our facility, and protect the environment.
18. Be an ambassador of Homestead Village inside and outside the workplace. Always speak positively. Communicate concerns to the appropriate person and in the appropriate setting. Always remember that residents are around us. Be careful of what you say.
19. "Smile...we're on stage." Project a positive attitude. Infect others with it. Have fun doing it.
20. Remember, we are ladies and gentlemen providing service to ladies and gentlemen.



Addendum to Employment Application:

As an applicant for employment, I authorize Homestead Village, Inc to request and receive a Pennsylvania Criminal Background Check. If I have not been a resident of Pennsylvania for the past two (2) consecutive years, I understand an FBI check will also be required.

\_\_\_\_\_ I **have** been a resident of PA for **the past two (2) consecutive years.**

\_\_\_\_\_ I **have not** been a resident of PA for **the past two (2) consecutive years.**

I have read the Prohibitive Offenses listed on the reverse side of this form that would make me ineligible for employment. I declare that I have no history of, or conviction of, any violent crime or any crimes or prohibitive offenses listed on the reverse side of this form.

I further declare that I have never been dismissed from employment due to abuse or alleged abuse of clients or residents.

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Signature

Date

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Printed name of applicant

**Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997**

<b>Criminal Code</b>	<b>Prohibitive Offense</b>	<b>Type of Conviction</b>
CC 2500	Criminal Homicide	Any
CC 2502A	Murder I	Any
CC 2502B	Murder II	Any
CC 2502C	Murder III	Any
CC 2503	Voluntary Manslaughter	Any
CC 2504	Involuntary Manslaughter	Any
CC 2505	Causing or Aiding Suicide	Any
CC 2506	Drug Delivery Resulting in Death	Any
CC 2702	Aggravated Assault	Any
CC 2901	Kidnapping	Any
CC 2902	Unlawful Restraint	Any
CC 3121	Rape	Any
CC 3122.1	Statutory Sexual Assault	Any
CC 3123	Involuntary Deviate Sexual Intercourse	Any
CC 3124.1	Sexual Assault	Any
CC 3125	Aggravated Indecent Assault	Any
CC 3126	Indecent Assault	Any
CC 3127	Indecent Exposure	Any
CC 3301	Arson and Related Offenses	Any
CC 3502	Burglary	Any
CC 3701	Robbery	Any
CC 3901	Theft	1 Felony or 2 Misdemeanors
CC 3921	Theft By Unlawful Taking	1 Felony or 2 Misdemeanors
CC 3922	Theft By Deception	1 Felony or 2 Misdemeanors
CC 3923	Theft By Extortion	1 Felony or 2 Misdemeanors
CC 3924	Theft By Property Lost	1 Felony or 2 Misdemeanors
CC 3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC 3926	Theft of Services	1 Felony or 2 Misdemeanors
CC 3927	Theft By Failure to Deposit	1 Felony or 2 Misdemeanors
CC 3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC 3929	Retail Theft	1 Felony or 2 Misdemeanors
CC 3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC 3929.2	Unlawful Possession of Retail or Library Theft Instruments	1 Felony or 2 Misdemeanors
CC 3929.3	Organized Retail Theft	1 Felony or 2 Misdemeanors
CC 3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC 3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC 3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC 3933	Unlawful Use of a Computer	1 Felony or 2 Misdemeanors
CC 3934	Theft from a Motor Vehicle	1 Felony or 2 Misdemeanors
CC 4101	Forgery	Any
CC 4114	Securing Execution of Documents by Deception	Any
CC 4302	Incest	Any
CC 4303	Concealing Death of a Child	Any
CC 4304	Endangering Welfare of a Child	Any
CC 4305	Dealing in Infant Children	Any
CC 4952	Intimidation of Witnesses or Victims	Any
CC 4953	Retaliation Against Witness or Victim	Any
CC 5902B	Promoting Prostitution	Felony
CC 5903C	Obscene or Other Sexual Materials to Minors	Any
CC 5903D	Obscene or Other Sexual Materials	Any
CC 6301	Corruption of Minors	Any
CC 6312	Sexual Abuse of Children	Any
CS 13A12	Acquisition of Controlled Substance by Fraud	Felony
CS 13A14	Delivery by Practitioner	Felony
CS 13A30	Possession with Intent to Deliver	Felony
CS13A35 (i),(ii), (iii)	Illegal Sale of Non-Controlled Substance	Felony
CS13A36	Designer Drugs	Felony



## Influenza Vaccination Acknowledgement

Homestead Village, Inc. is dedicated to providing a safe and healthful environment for our employees, residents and visitors. As part of that commitment, Homestead Village provides an annual flu shot to all employees. This is a no cost benefit to all employees that promotes wellness at work and at home.

As such, persons seeking to join the Homestead Village team must understand that the flu shot is required for employment.

I acknowledge that I was advised during the hiring process that Homestead Village provides the flu shot annually and that the flu shot will be required prior to the commencement of flu season.

I further understand that this applies regardless of any allergy to the flu shot and/or provision of a letter from my physician. If I receive a flu shot outside of Homestead Village, the above policy and requirements shall apply until I have provided proof that the flu shot has been administered successfully elsewhere.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dept./Position

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



## **Smoke Free Workplace Acknowledgement**

Homestead Village, Inc. is dedicated to providing a safe, healthful and productive work environment for our employees, residents and visitors. Tobacco use by employees of Homestead Village shall be prohibited on the entire campus. This includes Homestead Village, Schreiber Pediatric, American Heart Association, Parish Resource Center and Church of the Apostles.

Tobacco use is not permitted while driving Homestead Village vehicles.

Employees will not be permitted to leave the campus during their break in order to smoke.

All individuals share in the responsibility of adhering to, and enforcing, the policy. Any concerns should be brought to the attention of the appropriate department leader. Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of other company rules. Please see Employee Handbook Policy 10.11 and 10.12 for corrective action procedures and rules of employment.

I acknowledge that I was advised during the hiring process, via the application and interview, that Homestead Village is a tobacco free community. I further acknowledge that I may not smoke anywhere on the Homestead Village campus at any time.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dept./Position

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date