

Application Information

When you apply for a job here, you are an *applicant*. If you are selected for an interview, you are a *candidate*. Your application is considered “active” for six months or until the position applied for has been filled, whichever comes first. You are not automatically considered for another position unless you also applied for that position. We do not store applications for longer than the period required by law.

If your application is not selected for an interview for a posted position, you probably will not hear from us. This may happen for any of the following reasons:

- We have received many more applications than we expect to interview.
- In-house applicants, or applicants who have listed more qualifications than you, are being considered, or the position has been filled.
- You weren’t considered for the current opening, but you’re still “active” in case another opening occurs in the same position.
- We have posted the position but are not prepared to begin interviewing for it yet.

Your application stands a better chance of receiving attention if you fill it in completely. *It may not be considered at all if you leave any sections or questions blank or unclear.*

- Read all Yes/No questions carefully and answer every one.
- Provide complete information about prior employment.
 - We check work reference before offering an interview. If you do not know your former supervisor’s name or phone number, for instance, then neither do we. If we can’t check, you can’t interview.

We welcome a résumé, if you want to attach one. In that case, it’s acceptable to write “see résumé” in those spaces on the application that are answered by the résumé. If you don’t have a résumé but you wish to attach an explanatory note about anything, for instance if you believe that we may find some information confusing, you are welcome to do so.

We do not want information that may, under some laws, subject the hospital to claims of discrimination. We cannot consider, and therefore do not need to know, your age, race, religion, gender, national origin, disability real or perceived, or sexual orientation. You are not required to conceal these details, but we do not use them in making decisions.

The application form has a section explaining several matters just above the signature line.

- If you intend to apply for work here, you must agree to these provisions.
- If you sign it, we will conclude that you understand it.
- If you do not agree, then please do not apply.
- If you submit an unsigned application, we must conclude that you do not agree.

Penobscot Valley Hospital is committed to service excellence. This means that you are applying for work not only to get a job here, but also because you understand this hospital’s mission to serve other people and you intend to make that your first priority if hired. The hospital also has high expectations for an employee’s appearance and demeanor. Your appearance and behavior make a statement on behalf of the hospital. An employee is not welcome to make a “personal statement” through appearance or behavior that is louder than the statement the hospital needs to make.

The application asks whether you have ever been convicted of a crime. Most Maine residents appear not to realize that *since 1976 the Maine criminal code has been **not** used the terms “felony” or “misdemeanor” and in fact specifically discourages use of those terms.* If you have any record of arrests or convictions whatsoever, you are advised to read the “Information about the Maine Criminal Code” elsewhere in this document.

Penobscot Valley Hospital seeks applicants who understand that this operation runs 24 hours a day, 365 days a year. If you are applying to work in an area that normally includes evening or night shifts or

includes weekends, then we will logically expect you to be available like anyone else, by advance schedule, to work those “off” hours. Please do not expect to be hired into an area with round-the-clock responsibility and receive preferential treatment in scheduling. We do realize that per diem employees may have other jobs. Therefore we make allowance when a per diem employee declines offered hours – to a point.

If you are not sure what the job entails, you may call the Human Resources office for more information at 794.3321.

Maine Criminal Code

If you have ever been convicted of conduct punishable under the Maine Criminal Code, this does not automatically disqualify you from employment with Penobscot Valley Hospital. We may still consider you a candidate, provided you have the credentials and current license needed, and provided you have responded properly on the application, and provided that, in the hospital’s judgment, the crime has no bearing on your candidacy. The hospital has the discretion, though, to determine whether a conviction affects your employability. We are not obliged to provide a detailed justification of our decision.

Older Maine statutes outside the Criminal Code still use the terms "misdemeanor" and "felony" when referring to a type of crime punishable by a certain imprisonment term. For example, many of the licensing statutes provide that a person's professional license may be suspended upon the licensee's conviction of a "felony". The Criminal Code, however, has not used these terms since 1976 to refer to types of crimes.

When a statute outside the Maine Criminal Code defines criminal conduct but does not classify the crime according to the code's classification system, it is automatically converted into either a classified crime or a civil violation. Statutes outside the code that prohibit defined conduct but do not provide an imprisonment penalty are converted into civil violations. Those statutes providing for imprisonment for their violation, whether imprisonment is imposed in the final penalty or not, are converted into classified crimes according to a conversion schedule. If you have been convicted for an offense, and that offense can be punishable by imprisonment or jail time, even if you yourself were not required to serve time, *you were convicted of a crime*.

If you have been convicted in another state for conduct which, under Maine law, would be a crime, you are best to answer the question with a Yes. You may attach an explanation if you wish.

The Legislature has created a special class of civil actions that includes offenses no longer regarded as serious enough to be dealt with as crimes. These less serious offenses are called *civil violations*. They include minor traffic infractions and violations of town and city laws (called ordinances), such as leash laws. You may be fined, but not imprisoned, for a civil violation. If you have been convicted of a civil violation, you do not need to answer that you have been convicted of a crime.

You must understand that an offer of employment at Penobscot Valley Hospital is contingent on successful results from a background investigation. We will receive details of your convictions in the criminal background check, including out-of-state convictions. It is in your best interest that we not learn of these events by surprise.

information from <http://janus.state.me.us/legis/ros/manual/Webdman-21.htm> and related sources – April 2008