



Employment Application

PLEASE COMPLETE THIS APPLICATION ONLY IF YOU ARE 18 OR OLDER AND HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT AS WELL AS APPROPRIATE CREDENTIALS FOR THE POSITION YOU ARE SEEKING

Please follow the instructions for each section and complete this application thoroughly and accurately. An incomplete application will not be considered. If you need more room for any item, continue on a separate piece of paper. PVH is committed to complying with all federal and Maine laws, including, but not limited to, laws regarding access to medical services, ethical delivery of patient care, and non-discrimination in employment. Consistent with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam Era Veterans Readjustment Assistance Act of 1974, and the Maine Human Rights Act, an applicant may request accommodations needed to participate in the application process. No question on this application is intended to secure information to be used for unlawful purposes.

Personal Information - Feel free to attach a résumé or additional information.				
Name		Phone	Alternate Phone	Today's Date
Current Street or P.O. Address		Town, State, Zip		
Were you ever employed by PVH before? Yes or No If so, when? What was your job?		Check which status and shifts you would be available for: ___<All of the following, or only ___<Full Time ___<Part Time ___<Per Diem ___<Temp. ___<Day ___<Evening ___<Night ___<Weekends ___<8-hour shifts ___<12-hour shifts ___<Other:		
Position(s) Desired	Date You Can Start	Wage/Salary Desired	Are you employed? Yes or No	May we ask your current employer about you? Yes/No/Not Yet
Employment Information - List each of your previous employers, last (or current) position first. Explain any lapses in employment. Please provide full contact information, including address and phone number. An application without sufficient contact information will be considered incomplete.				
Present (or most recent) Position	Wage/Salary	Date Began (mo&yr)	Date Left (mo&yr)	Reason You Left
Current (or most recent) Employer's Name and Address		Contact Person/Supervisor for Reference		Phone
Previous Position	Wage/Salary	Date Began (mo&yr)	Date Left (mo&yr)	Reason You Left
Previous Employer's Name and Address		Contact Person/Supervisor for Reference		Phone
Previous Position	Wage/Salary	Date Began (mo&yr)	Date Left (mo&yr)	Reason You Left
Previous Employer's Name and Address		Contact Person/Supervisor for Reference		Phone
Military Service				
Current or Last Rank Held	Branch	Date Began (mo&yr)	Date Left (mo&yr)	Reason You Left
Specialty or Training	Are you in the Guard or Active Reserve? If yes, which? Yes or No			
Other Information - Please be accurate. An affirmative answer in this section does not necessarily restrict your eligibility for employment. An application lacking a response to these questions will be considered incomplete. Giving false or misleading information will void the application and nullify a job offer.				
Is your eligibility for employment in the USA restricted? If so, please explain. Yes or No		Have you ever been convicted of a crime? If so, please give details. Yes or No		
Have you ever been terminated or asked to resign from a position? If yes, please explain. Yes or No				
PVH has a policy restricting the employment of certain relatives in certain situations. Is anyone currently employed by PVH your spouse, child, step-child, parent, step-parent, parent-in-law, son-in-law, or daughter-in-law? (Please don't provide a name. We will ask for that detail if it becomes pertinent.) Yes or No				
How did you hear about the position you are applying for? (Newspaper, website listing, radio, etc)				

Education - Attach any certificates or supporting documents that you wish to include. Actual evidence of completion will be required if a job offer is made.			
Most recent high school or college	# Yrs Completed	Graduate?	Degree or Major
Prior high school or college	# Yrs Completed	Graduate?	Degree or Major
Prior high school or college	# Yrs Completed	Graduate?	Degree or Major
Other certificates, degrees, licenses, training, skills, achievements, activities, strengths			

Personal References - List at least two (more are better) who can speak to your integrity and other personal qualities, with adequate contact information. For Business/Profession or Relationship, consider why each person would be credible.		
Name and Address	Business/Profession	Phone
What would this person say about you?	Relationship to You	Years Known
Name and Address	Business/Profession	Phone
What would this person say about you?	Relationship to You	Years Known
Name and Address	Business/Profession	Phone
What would this person say about you?	Relationship to You	Years Known

Attestation - Please read this statement carefully and sign below it only after you completely understand it.

I understand that Penobscot Valley Hospital is dedicated to providing superior medical services with equal care and compassion shown to all, and requires that its employees share this commitment. I realize that every job at PVH contributes to achieving this objective. I understand that the minimum requirements for employment include but are not limited to: minimum age 18, high school diploma or GED, evidence of functional literacy, degree or license or certification for certain jobs, evidence of qualities that help PVH meet public expectations for customer service, and the ability to do the essential elements of the job.

I understand that this application will remain active for six months from the date submitted. After that time, if I still want to be considered for employment, I must submit a new application. I understand that I may not receive a reply to this application and that an interview does not constitute an offer of employment unless an authorized manager at PVH makes such an offer directly.

I certify that all of the statements contained in this application and any accompanying documents are true and complete. I understand that any offer of employment is conditioned on a background check. I hereby authorize Penobscot Valley Hospital to investigate all statements contained in my application and accompanying documents, and to contact employers, schools, and individuals named herein (except my current employer, if so noted). I release those contacted from all liability for damage in providing or declining to provide information. I understand that any false statements, omissions, or misrepresentations by me will constitute sufficient cause and reason either for PVH's refusal to hire or decision to terminate employment.

I understand and agree that, unless otherwise expressly agreed to in writing signed by an administrative official of PVH, if employed by the PVH in a non-union position, my employment will be at will and without fixed term, and that either of us may terminate the employment at any time with or without prior notice or cause. I also understand that this at-will employment relationship may not be altered or amended, except with regard to changes in compensation or representation.

If I am employed in a position subject to collective bargaining, my employment will be governed by the terms of a collective bargaining agreement once I become eligible for bargaining unit membership. If extended an offer of employment, I consent to undergo a pre-placement physical examination by a health professional selected by PVH, which may include blood and urine testing. I understand that any offer of employment is conditioned upon the results of this post-offer examination.

I also understand that PVH has a policy restricting employment of those who are relatives of current employees and that any job offer arising out of this application is subject to that policy.

I am aware that Penobscot Valley Hospital, a Critical Access Hospital located in Lincoln, Maine, is an equal opportunity employer. As such, except where required by state or federal law, PVH does not discriminate in hiring, promotion, retention, or termination on the basis of race, color, religion, gender, national origin, disability real or perceived, sexual orientation, or veteran status.

APPLICANT'S SIGNATURE _____