

TEN BROECK COMMONS TOP 10 PRINCIPLES

Ten Broeck Commons is committed to hiring only the best employees possible.

Before filling out the Ten Broeck Commons application, we would like your commitment to the following:

- 1.) **Customer Service-** I understand that my customers are the residents, family members, visitors, and co-workers of Ten Broeck Commons.
- 2.) **Resident Dignity-** Includes treating each resident with respect as an individual and communicating appropriately with each resident during cares, etc.
- 3.) **Attendance-** Coming to work as scheduled.
- 4.) **Team Work-** Helping my co-workers and treating them with respect.
- 5.) **Communication-** I will alert my supervisor to any issues that they should be aware of.
- 6.) **Positive Attitude-** I realize that attitudes tend to be contagious and have an impact on others around me. I will choose a positive attitude to share.
- 7.) **Doing My Part-** Making Ten Broeck Commons the best long term care facility, short term sub-acute, rehabilitation and adult day care facility there is.
- 8.) **HIPAA-** Maintaining confidentiality.
- 9.) **Following Policies-** Including all Department of Health regulations and Ten Broeck Commons policies.
- 10.) **Doing My Best-** Giving 100% means doing the best job that I can each day.

**I pledge my commitment to the
Ten Broeck Commons Top 10 Principles.**

SIGNATURE

DATE

PRINTED NAME

APPLICATION FOR EMPLOYMENT

TEN BROECK COMMONS

One Commons Drive

Lake Katrine, NY 12449

Phone (845) 336-6666

Fax (845) 336-4014

FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION IN EMPLOYMENT BECAUSE OF SEX, AGE, RACE, COLOR, RELIGIOUS CREED, MARITAL STATUS, SEXUAL ORIENTATION, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, LIABILITY FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES OR DISABILITY.

DATE: _____

PERSONAL INFORMATION:

NAME _____
First Middle Initial Last

PRESENT ADDRESS: _____
Street City State Zip Code

TELEPHONE:(_____) SOCIAL SECURITY NO.: _____

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

Are you either a U.S. Citizen or an alien who has the legal right to remain and work in the U.S.? (You will be required to furnish proof of lawful work status if you are extended a job offer) YES _____ NO _____

Have you ever been convicted of a crime? YES _____ NO _____

If so, please describe fully the criminal conviction(s), listing the nature of the offense, your age at the time of the offense, and your rehabilitation since the conviction(s) (A conviction record will not necessarily be a bar to employment) _____

EMPLOYMENT DESIRED:

POSITION(S) APPLIED FOR _____ DATE YOU CAN START: _____

HAVE YOU EVER WORKED FOR THIS COMPANY BEFORE? YES _____ NO _____

WHEN _____ SUPERVISOR _____

REASON FOR LEAVING _____

NAMES OF RELATIVES WORKING FOR US _____

SOURCE:

HOW DID YOU HEAR ABOUT TEN BROECK COMMONS? _____
IF NEWSPAPER, WHICH ONE? _____

EDUCATION:

HIGHEST GRADE COMPLETED _____
1 2 3 4 5 6 7 8 Grade School 9 10 11 12 High School 1 2 3 4 College

NAME OF SCHOOL LAST ATTENDED _____

LICENSE, VOCATIONAL OR TRADE TRAINING _____

EMPLOYMENT HISTORY:

List below your work experience (starting with your present or most recent employer) for the last five years or your last three employers, whichever will provide us with the greatest information about you. Use an additional sheet of paper and attach it to this application if you need additional space. Please account for all periods of unemployment in this section.

<u>Dates of Employment</u> <u>From</u> <u>To</u>	<u>Name, Address & Phone # of Employer</u>	<u>Job Title</u>	<u>Name & Title of Supervisor</u>	<u>Salary</u> <u>Start</u> <u>Finish</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BRIEFLY DESCRIBE YOUR JOB DUTIES AND WORK EXPERIENCE _____

REASON FOR LEAVING _____

<u>Dates of Employment</u> <u>From</u> <u>To</u>	<u>Name, Address & Phone # of Employer</u>	<u>Job Title</u>	<u>Name & Title of Supervisor</u>	<u>Salary</u> <u>Start</u> <u>Finish</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BRIEFLY DESCRIBE YOUR JOB DUTIES AND WORK EXPERIENCE _____

REASON FOR LEAVING _____

MAY WE CONTACT YOUR PRESENT EMPLOYER AT THIS TIME? YES _____ NO _____

APPLICANT'S STATEMENT

I understand that any employment will be on a six (6) month introductory basis and that my employment may be terminated with or without cause or notice, at any time, at either my option or that of the Company. I understand that no management representative has any authority to enter into any agreement for continuing employment for any specific period of time or which is contrary to the foregoing without written approval of the Company. I give the Company permission to contact all or any of my previous employers, references and any investigative agency including credit or criminal background check and authorize them to provide all information requested of them by the Company. I release all parties giving or receiving information from any liability associated with doing so. After a tentative offer of employment has been made, if requested by the Company, I agree to take a job-related medical examination at no personal expense and authorize the examining physician to disclose the findings to the Company. I understand that any offer of employment is conditioned upon receipt of satisfactory references and satisfactory completion of such job-related medical examination.

I have provided truthful and complete responses to all inquiries in the application and understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal. If employed, I will abide by Company's rules and regulations, which I understand are subject to change by the Company.

Date _____ Applicant's Signature _____

Please Print Name _____

TEN BROECK COMMONS
One Commons Drive
Lake Katrine, NY 12449
(845) 336-6666
Fax (845) 336-4014

CONFIDENTIAL
Applicants, please fill out this section ONLY

Applicant Name: _____ SS# _____
(please print)

I am being considered for employment with Ten Broeck Commons. Please consider this form as my consent to release information on a confidential basis regarding employment with your company. I release all parties giving or receiving information from any liability associated with doing so. Thank you.

Applicant's Signature Date

Position Applied for _____

To be completed by Company Representative:

Employed from _____ to _____ Position held _____
Salary _____ Reason for Separation _____

Eligible for Rehire? If No, please explain: _____

	Exceeds Standard	Meets Standard	Below Standard
Quality of Work:	_____	_____	_____
Productivity:	_____	_____	_____
Attendance:	_____	_____	_____
Ability to Work With Others:	_____	_____	_____

Comments: _____

Thank you for your assistance and cooperation.

Date: _____ Signature of Company Representative _____

Company Name Title