

APPLICATION FOR EMPLOYMENT



It is the policy of Sumner on Ridgewood to recruit, hire and promote for all job classifications on the basis of merit, qualifications and competence. This applies to all categories of employment. No aspect of employment shall be influenced by race, color, national origin, religion, sex, age or a qualified mental/physical disability.

NOTE: ALL REQUESTED INFORMATION MUST BE PROVIDED OR YOUR APPLICATION WILL NOT BE CONSIDERED

PERSONAL DATA

Name _____ Date _____

Address (Number, Street Name, Apt. #) _____

City _____ State _____ Zip _____

Age if under 18: _____ Social Security Number _____ Home Phone () _____

Have you been previously employed or attended school under another name? YES NO

If YES, under what name(s) are your records: _____

Have you ever been convicted of any crime under civilian or military law (other than minor traffic violations or misdemeanors that occurred more than five years ago)? Yes No

If YES, please list date, place and nature of each offense (such conviction will not necessarily exclude the applicant from all employment categories): _____

POSITION DESIRED

Position/Job Title _____ Date Available _____

Hours: _____ Shift: _____

Full-time Part-time PRN(as needed) Days Evenings Nights Variable

Have you ever been employed with Sumner on Merriman, Sumner Home Care Services or Sumner on Ridgewood?

YES NO If yes, when and in what position _____

Have you ever applied at Sumner On Merriman, Sumner Home Care Services or Sumner on Ridgewood before?

YES NO If yes, when? _____

Can you furnish proof that you are either a US Citizen or otherwise legally permitted to work in the United States?

YES NO

EMERGENCY NOTIFICATION

Name _____ Relationship _____ Phone () _____

Address (Number, Street Name, Apt. #) _____

City _____ State _____ Zip _____

ACQUAINTANCES AND/OR RELATIVES EMPLOYED/ASSOCIATED WITH SUMNER ON RIDGEWOOD

Name _____ Relationship _____ Department _____

Name _____ Relationship _____ Department _____

Name _____ Relationship _____ Department _____

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EDUCATIONAL RECORD

Please Circle One Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12

TYPE OF SCHOOL	NAME & LOCATION	DID YOU GRADUATE? (YES or NO)	MAJOR/DEGREE
High School			
Junior College			
College/University			
Business/Trade School			
Nursing Schools (RN, LPN)			
Nurses Aid Training			
Other			

SKILLS/TRAINING

Other Skills or Training Not Listed Above:

LICENSED/CERTIFIED POSITIONS

Are you licensed or certified in your profession/occupations? YES NO

If yes, in which states?

If you are not licensed in OHIO – have you applied? YES NO

If yes, what is the status of your application?

OHIO License or Registration Number Expiration Date

Additional Certification Information:

WORK HISTORY (Must be completed)

List most recent first (For Past 10 Years)

Employer's (Company) Name Phone ()

Address (Number, Street, City, State, Zip)

Job Title Name of Immediate Supervisor

Duties

Employment Dates: From(month/year) To(month/year) Salary: Status: Full-time Part-time Other

Reason for Leaving

APPLICANT ACKNOWLEDGEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT APPLICATION

I certify that all information I have supplied in this application and any other form, oral or written is true and accurate. I agree that any misstated, misleading, incomplete or false information is grounds for rejection of this application form, refusal to hire, withdrawal of an offer of employment or immediate discharge without recourse, whenever and however discovered.

I authorize **Sumner On Ridgewood** ("Sumner") to use all legal means at its disposal to assess my suitability for employment. I understand and agree that Sumner, any agent acting on their behalf, as well as any other person responding to a reference request pursuant to this application, can and will seek and/or disclose any and all information about me which said corporation, agent or person may have. I specifically authorize this disclosure and agree to hold all such corporations, agents or persons harmless for same. That is, I will not file a lawsuit, claim or charge against them for such disclosure. Nor will I threaten same or otherwise seek any kind of compensation for such disclosure.

If I am hired, I agree to abide by all rules and regulations of Sumner. I also understand that nothing in this employment application creates a contract of employment between myself and Sumner. If I am hired by Sumner, my employment and compensation are "at-will" which means that my employment can be terminated, either by me or by Sumner with or without notice or cause. I understand that no representative of Sumner has authority to enter into any agreement for employment for a specific period of time or to make any agreement contrary to the foregoing.

I understand and agree with the fact the Sumner maintains a drug-free workplace, that maintenance of the same is essential to the safety of the workplace, employees and residents, and that I will be required to undergo a post offer medical examination, including but not limited to drug and/or alcohol screening/testing. I also understand and agree that I may be subject to such testing during the course of my employment. I understand that, subject to applicable law, that Sumner will be the sole judge of the acceptability of any test results. Failure to sign a consent form or cooperate with the testing will result in termination of the hiring process or termination of employment.

If hired, I consent to the submission of a request for criminal records for Long Term Care Workers as required by Senate Bill 160. I also attest to the following:

- I have not been convicted of or plead guilty to any of the crimes that would disqualify me from working with older adults under Senate Bill 160.
- I understand and agree that if I am found to have a record of any of these crimes I will not be hired for work with Sumner or, if I have already begun employment with Sumner, my employment will be terminated.
- I agree to provide a set of fingerprint impressions and that a criminal records check will be conducted as a condition of final consideration for employment with Sumner.

I understand that Sumner is a smoke-free environment and as such, smoking is prohibited by residents, visitors, employees and physicians throughout the interior and exterior premises (except for designated areas).

I understand and agree that work schedules and requirements vary. While Sumner will make reasonable efforts to accommodate work schedules and employee availability, I may be required to work overtime, weekends, different shifts or other arrangements. I consent to these requirements as necessary and legitimate conditions of employment.

Signature of Applicant

Date

Are you presently employed? YES NO

May we contact your present employer? YES NO

The State Legislature has enacted Section 4113.71 of the Ohio Revised Code ("ORC") (the "ACT") in order to confer a qualified immunity upon employers who disclose job performance information to prospective employers of current **or** former employees. In particular, the Act provides that an employer who discloses requested information to a prospective employer is not liable for damages in a civil action to that employee, the prospective employer and any other person "for harm sustained as a proximate result of making the disclosure or of any information".

DISCLOSURE FORM

In connection with my application for employment, (including contract services) with Sumner, I understand that investigative background inquiries are to be made concerning myself including "consumer reports", criminal, driving and other reports. These reports may include information as to my character, work habits/performance, general reputation, personal characteristics, and experience, along with reasons for termination of past employment from previous employers and eligibility for re-hire with those employers.

I also understand that you may be requesting information from various federal, state and other agencies that may maintain records concerning my past activities relating to my criminal, civil, driving and other experiences as well as claims involving me from the files of insurance companies.

I authorize without reservation, any party or agency contacted by Sumner or its representatives to furnish the above mentioned information.

PRINT FULL NAME: _____

Social Security Number: _____

Current Address:

City/State/Zip:

Drivers License Number: _____ **State:** _____

Applicant's Signature: _____

Prospective Employer: SUMNER ON RIDGEWOOD
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Sumner on *Ridgewood*

1. Please tell us why you are interested in working at Sumner on Ridgewood.

2. If you were hired at Sumner on Ridgewood, what would you do to help alleviate the boredom, loneliness and helplessness that is sometimes experienced by residents of nursing facilities?

3. How would you describe exceptional customer service?

4. How would you define "professionalism" in the workplace?



STANDARDS OF SERVICE

To affirm our commitment to excellence, Sumner has developed Standards Of Service, which are based upon the expectations of everyone who comes to Sumner. We expect our employees to be aware of and to adhere to the following standards:

- We warm the soil whenever the opportunity presents itself by doing things for others without expectation of return.
- We greet everyone by name and with a smile.
- We take pride in our personal appearance. The way we look reflects on everyone at Sumner and shows our pride in ourselves and what we do.
- We work as a team. We help others where there is a need so the team succeeds.
- We take ownership for problems we encounter. We are here to serve whatever the nature of the problem.
- We protect the assets of the facility with careful use and attention to routine maintenance.
- We are responsible for the cleanliness of our campus.
- We are knowledgeable of resident needs and wishes and provide these without being asked.
- We are respectful of our fellow employees, supporting and encouraging each other throughout the day.

All applicants are asked to read and acknowledge their understanding of Sumner's expectations relative to the Standards of Service. The Standards of Service are included in the annual performance evaluation process and violations of the Standards of Service will be addressed through the corrective action process.

I have read the Standards of Service. If I am offered employment with Sumner on Ridgewood, I understand that I will be responsible for demonstrating the Standards of Service at all times.

Applicant Signature

Date