

# Hospice of Southern Maine

## EMPLOYMENT APPLICATION

*Individuals will be required to complete background check authorization forms prior to any offer of employment.  
(All sections must be completed in full even if a resume is included)*

**PERSONAL INFORMATION:**

Name: Last _____			First _____			MI _____		
Mailing Address: Street _____			City _____			State _____ Zip Code _____		
Have You Ever Worked Under a Different Name? <input type="checkbox"/> Yes <input type="checkbox"/> No								
If yes, list name(s) _____								
When & Where? _____								
Telephone Contact Information: Home _____ Work _____ Cell _____ Other _____						Date of this Application: _____		
Last 4 digits of Social Security Number: ____ _						Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What Prompted You to Apply for Employment With Us?								
<input type="checkbox"/> Current HSM Employee: Name: _____								
<input type="checkbox"/> HSM Website <input type="checkbox"/> Internet Job Posting <input type="checkbox"/> Newspaper <input type="checkbox"/> Job Fair <input type="checkbox"/> Cold Call								
<input type="checkbox"/> Other (Specify) _____								
For Which Position Are You Applying? <input type="checkbox"/> RN <input type="checkbox"/> HA (CNA) <input type="checkbox"/> Other _____								
Location: <input type="checkbox"/> Home Program/Main Office <input type="checkbox"/> Gosnell Memorial Hospice House								
Number of hours you are seeking to work: _____ per week <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Per Diem <input type="checkbox"/> _____								
Shift/Schedule Preference (check all that apply): <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Holidays <input type="checkbox"/> Weekends								
*Desired Pay (optional): \$ _____ per hour \$ _____ per year <i>*(not requesting pay history)</i>								
Available for Work: <input type="checkbox"/> Immediately <input type="checkbox"/> With _____ Week Notice								
Do You Have Any Relatives Employed With Us? <input type="checkbox"/> Yes <input type="checkbox"/> No								
If yes, name _____ Relationship _____								
Have You Applied for Employment With Us Within the Past 12 Months? <input type="checkbox"/> Yes <input type="checkbox"/> No								
If yes, approximate date _____ Position _____								

**Main Office: 390 US Route One, Scarborough ME 04074**  
**Gosnell Memorial Hospice House: 11 Hunnewell Road, Scarborough ME 04074**  
**Phone: (207) 289-3640 • Fax: (207) 289-3163**  
**hr@hospiceofsouthernmaine.org**

(All sections must be completed in full even if a resume is included)

**EDUCATIONAL INFORMATION:**

School	Name and Address of School	Major or Course of Study	Circle Last Year Completed	Did You Graduate?	List Highest Grade, Diploma or Degree Attained
High			1 2 3 4 Attendance Dates: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4 Attendance Dates: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4 Attendance Dates: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER, such as Business College, Other Special Courses (include Special Military Training, Post Graduate, and Nursing)					

**LICENSURE/CERTIFICATION (LIST ALL PROFESSIONAL LICENSES AND/OR CERTIFICATIONS):**

If registered, licensed, or certified, complete the following:

Type\_\_\_\_\_ State Issued\_\_\_\_\_ Expiration Date\_\_\_\_\_ No.\_\_\_\_\_

Type\_\_\_\_\_ State Issued\_\_\_\_\_ Expiration Date\_\_\_\_\_ No.\_\_\_\_\_

Type\_\_\_\_\_ State Issued\_\_\_\_\_ Expiration Date\_\_\_\_\_ No.\_\_\_\_\_

Has your professional license ever been suspended or revoked?  Yes  No If yes, explain:\_\_\_\_\_

**SKILLS:**

Typing/Keyboard Skills? <input type="checkbox"/> Yes <input type="checkbox"/> No	Proficient in Access? <input type="checkbox"/> Yes <input type="checkbox"/> No
Proficient in Word? <input type="checkbox"/> Yes <input type="checkbox"/> No	Proficient in Outlook? <input type="checkbox"/> Yes <input type="checkbox"/> No
Proficient in Excel? <input type="checkbox"/> Yes <input type="checkbox"/> No	Proficient with Electronic Medical Record? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Applicable Skills, Knowledge or Training:	

(All sections must be completed in full even if a resume is included)

**WORK HISTORY:**

PLEASE LIST INFORMATION ABOUT YOUR LAST FOUR EMPLOYERS -- LIST MOST RECENT EMPLOYER FIRST.

#1 Employer Name _____ Phone _____ Address _____ Job Title _____ From ____/____/____ To ____/____/____ Immediate Supervisor _____ Duties _____ Reason for Leaving _____
#2 Employer Name _____ Phone _____ Address _____ Job Title _____ From ____/____/____ To ____/____/____ Immediate Supervisor _____ Duties _____ Reason for Leaving _____
#3 Employer Name _____ Phone _____ Address _____ Job Title _____ From ____/____/____ To ____/____/____ Immediate Supervisor _____ Duties _____ Reason for Leaving _____
#4 Employer Name _____ Phone _____ Address _____ Job Title _____ From ____/____/____ To ____/____/____ Immediate Supervisor _____ Duties _____ Reason for Leaving _____

At least 2 former work references must be obtained. May we contact the employers listed above?

Employer #1:  Yes  No      Employer #2:  Yes  No      Employer #3:  Yes  No      Employer #4:  Yes  No

**PROFESSIONAL REFERENCES:**

(If you have no work history, and experience is not required, a Professional Reference may be contacted as a reference.)

Name	Address	Occupation	Telephone
1)			
2)			
3)			

**Background Information:**

- Have you ever been convicted of, or pled guilty or nolo contendere to a crime in the last seven years?  Yes  No  
If yes, explain: \_\_\_\_\_
- Have you ever been convicted of, or pled guilty or nolo contendere to any crime involving a sex offense, an assault, the use of force, or a weapon?  Yes  No  
If yes, explain: \_\_\_\_\_
- If the position for which you are applying requires that you drive, have you ever been convicted of, or pled guilty or nolo contendere to more than three moving violations in three years, reckless driving, operating a motor vehicle while under the influence, leaving the scene of an accident, failure to report an accident, motor vehicle incident involving death, or driving to endanger?  Yes  No  
If yes, explain: \_\_\_\_\_
- If the position for which you are applying requires that you drive, has your driver’s license ever been suspended or revoked?  Yes  No  
If yes, explain: \_\_\_\_\_
- Have you ever been convicted of, or pled guilty or nolo contendere to a crime involving shoplifting, unlawful receipt of stolen goods, theft, or exploitation or abuse of another person?  Yes  No  
If yes, explain: \_\_\_\_\_

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:**

**We are an Equal Opportunity Employer**

Hospice of Southern Maine is an equal opportunity employer, and does not discriminate against applicants or employees on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal employment opportunity. In order to ensure reasonable accommodation for individuals protected by Section 503 of the Rehabilitation Act, the Vietnam Veterans’ Readjustment Act, the Maine Human Rights Act, and Title I of the Americans with Disabilities Act, applicants that require accommodation in the job application process may contact the Human Resources Office at 207-289-3640 or by e-mail at hr@hospiceofsouthernmaine.org for assistance. EOE AA M/F/Vet/Disability

**Pre-Requisites for Employment**

Any offer of employment is contingent upon the applicant meeting all prerequisites for employment designated for the position for which they are applying, including a satisfactory result from the substance abuse testing administered to applicants. A copy of the policy containing the prerequisites for employment will accompany a written offer of employment.

**Statement of Applicant’s Certification, Understanding, and Agreement**

- I understand that the distribution or receipt of this application by HSM does not imply or intend to imply an agreement or contract to employ the applicant. The purpose of this application is solely to allow persons a standardized form on which to submit their qualifications for the specific position for which the candidate has applied. Incomplete applications may be reason for exclusion of otherwise qualified individuals.
- I certify that I am a genuine applicant for employment and this application is being submitted for the purpose of seeking employment with HSM.
- I understand work references and work history verification is required, and I authorize all persons, schools, employers, and organizations mentioned in this application to provide HSM with any and all information requested by HSM, and I voluntarily release such persons, schools, employers, and organizations from all liability for providing such information.
- I understand that any offer of employment is contingent upon receipt of the information designated in the prerequisites for employment policy and the offer letter. I understand failure to provide such items will cause me to be ineligible for employment.
- In the event that I am employed by HSM, I:
  - Agree to comply with all its rules, regulations, and directives. I understand that my employment is for no stated term and may be terminated at any time for any reason by HSM or me.
  - Understand that HSM may conduct background investigations periodically after employment.
  - Agree to maintain minimum State of Maine financial responsibility limits for automobile insurance.
  - Understand that HSM is a smoke, alcohol and drug-free working environment and that I am prohibited from: smoking on any HSM worksite; being under the influence of alcohol, drugs or controlled substances while working; the unlawful manufacture, distribution, use, sale, transfer or possession of alcohol, drugs, controlled substances, drug paraphernalia or any combination thereof.
  - In the event that I am employed by HSM, and I am photographed during the course of my employment, I grant HSM my permission to use any or all photos of me for various public relations releases, and/or publications.
- I certify that I have not been excluded from Medicare and Medicaid program participation.

I certify that all statements made by me on this application are true and complete and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand that falsification, misrepresentation, or omission of facts called for in this application may result in denial of employment or immediate dismissal if I have been hired. I hereby acknowledge that I have read, understand, and consent to all statements on this page.

Applicant’s Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

*Thank you for your interest in employment with Hospice of Southern Maine.  
We will contact you only if your skills and qualifications are a match with our current staffing needs.*



### REFERENCE CHECK

**To be completed by applicant:**

I authorize Hospice of Southern Maine to contact the previous employers and/or professional references as indicated on my application form and authorize release of all information regarding my employment or association with them.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Printed Name \_\_\_\_\_

Position Applied for \_\_\_\_\_

**To be completed by HSM Representative:**

Name of Company: \_\_\_\_\_

Phone # \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Position Held \_\_\_\_\_

Name of Person Providing Info: \_\_\_\_\_ Title \_\_\_\_\_

Is the above information correct?  Yes  No If no, please explain \_\_\_\_\_

Is Employee Eligible for Rehire?  Yes  No If no, please explain \_\_\_\_\_

**Please Provide Comments Regarding the Following:**

\_\_\_ Job Knowledge      \_\_\_ Attitude      \_\_\_ Ability to Work Well with Others

\_\_\_ Work Performance      \_\_\_ Professional Appearance      \_\_\_ Ability to Maintain Boundaries

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HSM Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Printed Name \_\_\_\_\_

Position Applied for \_\_\_\_\_

**To be completed by HSM Representative:**

Name of Company: \_\_\_\_\_

Phone # \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Position Held \_\_\_\_\_

Name of Person Providing Info: \_\_\_\_\_ Title \_\_\_\_\_

Is the above information correct?  Yes  No If no, please explain \_\_\_\_\_

Is Employee Eligible for Rehire?  Yes  No If no, please explain \_\_\_\_\_

**Please Provide Comments Regarding the Following:**

\_\_\_ Job Knowledge      \_\_\_ Attitude      \_\_\_ Ability to Work Well with Others

\_\_\_ Work Performance      \_\_\_ Professional Appearance      \_\_\_ Ability to Maintain Boundaries

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HSM Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Hospice of Southern Maine**  
**Self-Identification of Ethnicity, Race, Gender and Veteran Status**  
***Completion of this information is voluntary and is not a requirement for employment.***

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Hospice of Southern Maine is an equal opportunity employer and considers all applications for positions without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status or any other characteristic protected by applicable law. Hospice of Southern Maine is subject to certain governmental recordkeeping and reporting requirements for the administration of its affirmative action plan. In order to comply with these laws, the employer invites employees and applicants to voluntarily self-identify their race, ethnicity, and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for affirmative action purposes. When reported, data will not identify any specific individual.

In order to ensure reasonable accommodation for individuals protected by Section 503 of the Rehabilitation Act of 1973, the Vietnam Veterans' Readjustment Act of 1974, and Title I of the Americans with Disabilities Act of 1990, applicants that require accommodation in the job application process may contact the Human Resources Department at 207-289-3640 or via e-mail at [hr@hospiceofsouthernmaine.org](mailto:hr@hospiceofsouthernmaine.org) for assistance.

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**Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired.**

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Individual's Name \_\_\_\_\_

1. **Gender:**  Male  Female
2. **Ethnicity/Race:** Are you **Hispanic** or **Latino** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)?  Yes  No

**If you answered "No" to Question 2, please check the box that best represents your ethnicity/race:**

- White** (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East;
- Black or African American** (Not Hispanic or Latino) - A person having origins in any of the Black racial groups in Africa;
- Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands;
- Asian** (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam;
- American Indian or Alaskan Native** (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition; and
- Two or More Races** (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

3. **Veteran Status:** Hospice of Southern Maine is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, [38 U.S.C. 4212](#) (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:

- a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
- a person who was discharged or released from active duty because of a service-connected disability.
- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to [Executive Order 12985](#).

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor’s Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

**I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE**

**I AM NOT A PROTECTED VETERAN**

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

{W4398139.1}



# Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017  
Page 9 of 10

## Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

## How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

# Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017  
Page 2 of 10

## Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

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<sup>i</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.