



VNA Health System
21 W. Independence St.
Shamokin, PA 17872
(570)648-8989
(570)648-9590 fax

Lewisburg Home Health
922 Buffalo Rd.
Lewisburg, PA 17837
(570)768-4800
(570)768-4810 fax

CNS of Clinton County
124 Woodward Avenue
Lock Haven, PA 17745
(570)748-8511
(570)748-3599 fax

Centre HomeCare
2437 Commercial Blvd
State College, PA 16801
(814)237-7400
(814)237-2800 fax

Lewistown Home Health
152 East Market St.
Lewistown, PA 17044
(717)242-5000
(717)242-5009 fax

VNA of Central PA
3315 Derry Street
Harrisburg, PA 17111
(717)233-1035
(717)233-2759 fax

VNA Private Duty
922 Buffalo Rd.
Lewisburg, PA 17837
(570)863-0171
(570)863-0172 fax

EMPLOYMENT APPLICATION

*We use an application common to the organizations listed above that are part of the VNA Health System Family. The word "VNA" will be listed throughout regardless of which organization to which you are applying.

Section A

Position: _____ Date of Application: _____

Name: _____ SS#: _____

Address: _____ Phone #: _____

Cell #: _____

Are you either a U.S. Citizen or alien who has the legal right to remain and work in the U.S.? YES NO

Have you ever been employed by VNA? YES NO

Date available for work: _____ Hourly Rate/Salary Desired: _____

Type of employment you are seeking: Full-time Part-time Flex-time Other

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? YES NO

*This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Have you ever been convicted of any legal violation, other than a misdemeanor or Summary offense? YES NO

If YES, please describe (Conviction will not necessarily bar employment): _____

Have you been a resident of the Commonwealth of PA for at least 2 years? YES NO

If you are applying for a position that requires traveling, do you have access to the transportation necessary for the job? YES NO

EDUCATIONAL BACKGROUND:

Section B

***If you submitted a resume which contained the information requested below, Sections B & C do not need to be completed.**

| LEVEL | Name and Address of School | Course of Study/Major | Degree/Diploma/Certificate |
|--|-----------------------------------|------------------------------|-----------------------------------|
| High School | | | |
| Business/Trade/Technical School | | | |
| College (s) | | | |
| Graduate School | | | |

Do you have any special skills, licenses or certificates that would help you perform the duties of the position for which you are applying?

| Type | State Issued | Date Issued | Expiration Date |
|-------------|---------------------|--------------------|------------------------|
| | | | |
| | | | |

Have your professional licenses and/or certificates ever been suspended, revoked, or placed on probation?

If YES, when and for what reason?

EMPLOYMENT HISTORY:

Section C

1) Employer: _____ Phone #: _____

Employer Address: _____

Supervisor's Name: _____ Position Held: _____

Dates of Employment: _____ to _____

Hourly rate of pay: _____

Reason for leaving: _____

Brief description of your duties: _____

2) Employer: _____ Phone #: _____

Employer Address: _____

Supervisor's Name: _____ Position Held: _____

Dates of Employment: _____ to _____

Hourly rate of pay: _____

Reason for leaving: _____

Brief description of your duties: _____

3) Employer: _____ Phone #: _____

Employer Address: _____

Supervisor's Name: _____ Position Held: _____

Dates of Employment: _____ to _____

Hourly rate of pay: _____

Reason for leaving: _____

Brief description of your duties: _____

Signature/s/: _____ Date: _____

Filling in my name above constitutes my signature on this document and is legally binding as if it were my physical signature.

VNA is an Equal Opportunity Employer

VNA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Please Read Carefully Before Signing This Form

Initial each section and sign/date at bottom

- _____ 1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired, regardless of when such information is discovered.
- _____ 2. I authorize VNA to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any persons or organizations providing information pertaining to me or my employment.
- _____ 3. I understand that upon receiving a job offer, an employment drug screening will be required.
- _____ 4. I understand that prior to my permanent employment I may be asked to sign a background check consent form or other documentation in order to facilitate my hiring. I agree to sign these forms.
- _____ 5. I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.
- _____ 6. VNA does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. All phases of employment at VNA are based strictly upon the qualifications of the individuals as related to work requirements of the position. VNA likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, namecalling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate or non-employee (such as a vendor or customer). VNA takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.
- _____ 7. Regardless of whether or not I become employed by the company, I recognize that this application is not and should not be considered a contract of employment. I also understand that any employment will be on a six (6) month introductory basis and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time for any reason. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than the President/CEO of VNA, and then only by means of a signed, written document.

Signature/s/ of Applicant

Date

Filling in my name above constitutes my signature on this document and is legally binding as if it were my physical signature.

Thank you for your interest in our company. THIS APPLICATION WILL BE RETAINED BY THE VNA FOR ONE YEAR FROM THE DATE OF APPLICATION.
