



Mission Statement

Ave Maria Village, in union with the Sisters of Mary of the Presentation, work for the glory of God by bringing the Word and Healing of Jesus Christ to all, with a special concern for the poor. Ave Maria Village through a shared ministry with the laity participate, through the health care mission in the work of healing which is, ultimately, the work of God. Our individual inspiration is Jesus and His Gospel message. Permeated with the Charism of the Sisters of Mary of the Presentation, we minister to one another and to all who come to us for care: those who suffer from physical, psychological and social woundedness.

DO YOU NEED ANY ACCOMMODATION TO PARTICIPATE IN THE APPLICATION OR INTERVIEW PROCESS? YES NO

WHERE DID YOU HEAR ABOUT THE OPEN POSITION? _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.
 WE DO NOT DISCRIMINATE ON THE BASIS OF
 RACE, RELIGION, COLOR, SEX, AGE, NATIONAL
 ORIGIN, MARITAL STATUS, OR DISABILITY.

Position Applied for		Other positions interested in:					
Name					Social Security #		
Address				City		State	Zip
Phone				Message Phone			
EDUCATION							
CIRCLE THE HIGHEST SCHOOL YEAR COMPLETED					AA	BA	MA
8 9 10 11 12 13 14 15 16 17 18 19							Ph.D
Name of school beyond High School							
Training Length			Date Completed				
Major			Vocational Training				
List any reason known to you why you might not be able to perform consistently and promptly any of the duties of the position applied for (review job description before answering this question):							
Which shift are you interested in?		DAY	EVENING	NIGHT	Circle one		
Will you accept weekend work?		YES	NO	Circle one			
Will you work - Full-time?		Part-time?	Temporary?	On-Call?	Per Diem?	Circle one	
WORK EXPERIENCE (List the MOST RECENT position first)							
List other names used while employed with these employers:							
Were you previously employed at Ave Maria Village, formerly known as Central Dakota Village, or another SMP Health System facility?							
YES	NO	Where?	When?	Position			
1. Company Name May we contact them?				Address			
Job Description (duties, skills, equipment used)							
Dates of employment: start		end		Phone #			
Reason for leaving:			Who to contact:				

<u>2. Company Name</u>				<u>Address</u>		
Job Description (duties, skills, equipment used)						
Dates of employment: start			end		Phone #	
Reason for leaving:				Who to contact:		
<u>3. Company Name</u>				<u>Address</u>		
Job Description (duties, skills, equipment used)						
Dates of employment: start			end		Phone #	
Reason for leaving:				Who to contact:		
<u>4. Company Name</u>				<u>Address</u>		
Job Description (duties, skills, equipment used)						
Dates of employment: start			end		Phone #	
Reason for leaving:				Who to contact:		
Add an additional sheet of paper if you have additional work experience.						

ADDITIONAL INFORMATION		
Volunteer Work		
Summary of work experience or additional information (such as special skills, licenses, etc.)		
Please list Professional Licenses, Registrations and/or Certifications (include type and state)		
Have you ever been convicted of a crime: Yes__ No__		
If Yes please give the date(s), offense(s), and disposition(s):		
I understand I will be subjected to a criminal background check.		
If an offer of employment is made, I agree to submit to any required drug or alcohol testing. Yes__ No__		
Have you ever been excluded from participation in any federal or state Medicare, Medicaid or any other third party payer program or have such pending actions: Yes__ No__		
If yes, a letter showing reinstatement is required for further consideration for employment.		
Have you ever been convicted of mistreatment, neglect, or abuse of nursing home residents or misappropriation of their property: Yes__ No__		
Have you ever worked in the capacity of a nurse's aide in North Dakota Yes__ No__		
Have you worked in the capacity of a nurse's aide in another state? Yes__ No__		
If yes, list the state(s) here:		
References (names of persons not related to you):		
Name	Address	Phone #
CERTIFICATION/AUTHORIZATION		
I certify that all matters contained in this application are true and that any misleading or false statements would render this application void and would be sufficient cause for immediate dismissal in the event of employment.		
I authorize Ave Maria Village to investigate all matters contained in this application and to contact prior employers to obtain any and all information related to my past work performance.		
My employment with Ave Maria Village is contingent upon meeting the physical requirements of this position and subject to the results of the criminal background check.		
Date:		Signature: _____
Notice to applicants: Information that you provide on this application is subject to verification.		

This application furnished by SMP Health System
 Facility: *Ave Maria Village (formerly known as Central Dakota Village)*
501 19th St NE
Jamestown, ND 58401
(701) 252-5660

4-30-08

**Ave Maria Village
Commitment by Potential Employee**

Our Mission

Ave Maria Village, in union with the Sisters of Mary of the Presentation, works for the glory of God by bringing the Word and Healing of Jesus Christ to all, with a special concern for the poor. Ave Maria Village through a shared ministry with the laity participate, through the health care mission in the work of healing which is, ultimately, the work of God. Our individual inspiration is Jesus and His Gospel message. Permeated with the Charism of the sister of Mary of the Presentation, we minister to one another and to all who come to us for care: those who suffer from physical, psychological, and social woundedness.

RESPECT

We are the people of Catholic Healthcare, fostering deep respect for the uniqueness of each person. We believe that aging is a lifelong process.

Relationships are purposely developed and nurtured among residents, families, staff, and community. Consistent care for a designated group of individuals enhances the personalization and continuity of care. This builds trust and meaningful relationships throughout the team.

Environment is homelike and hospitable. Our facility is *home* for most residents. In the spirit of hospitality, we provide a homelike environment to enhance socialization, independence, and dignity. Environmental adaptations, programming and educational efforts contribute to a homelike atmosphere.

Stewardship of our resources is using responsibly all that we have been given. Human, fiscal and material stewardship is the foundation of our mission. We value these God given gifts. We seek to develop and utilize them for the benefit of the whole community.

People directed enables people to maximize choices and have control of their lives, which is essential to maintain human dignity. Residents are the key decision makers of their care with staff assisting them to carry out their wishes. We focus on rights and responsibilities rather than on rules and schedules. Flexibility is necessary so care can be truly individualized.

Ethical decision making is guided by the Ethical & Religious Directive for Catholic Healthcare. We act on behalf of justice for all, especially for the most vulnerable in society.

Compassionate care recognizes that each person's life is of utmost value and deserves respect and care at all stages. Individuals vary in their response to aging and to chronic health conditions. We focus on health and wellness while assisting in areas where support and healing are needed. We attend to the whole person emotionally, spiritually, socially, and physically. Interventions will promote growth and independence and maximize each individual's potential.

Teamwork and dedication promotes an atmosphere of service and open communication between residents, family and staff where each person is responsible and accountable. We commit ourselves to the common good by serving with joy and integrity. Moral commitment to truth, responsibility, purpose, trust and professionalism guides us in our daily mission

By signing this document I hereby state that I have read, understand and commit myself to put into action Ave Maria Village's Mission and RESPECT Philosophy (or values) at work when employed by Ave Maria Village.

Signature _____ Date _____



AVE MARIA VILLAGE

*SMP Health System
(Formerly Central Dakota Village)*

(Please complete these questions when filling out your application for employment. The department coordinator will discuss this with you during the interview process.)

Date: _____

Name of applicant: _____

Position interviewed for: _____

Were you recruited by a current employee? YES NO (Circle One) _____
Name of Employee

Healing Hospitality Interview Questions

1. Have you ever worked in a Health Care Facility before? What position did you work in?
Optional: If so, what state or states?
2. What are your perceptions of the responsibilities of the _____ position?
3. How would you describe your communication style in interacting with others?
4. What are your strengths and give me an example of when you have used those strengths in your past positions.
5. Describe for me a time when you have been disappointed in your behavior.
6. From whom have you learned the most about showing compassion and concern for others and why did you choose them?
7. What motivates you to come to work everyday and do your job well?

8. How do you take direction or criticism?

9. If you had a disagreement about work with an employee from another department, how would you try to see it from their point of view?

10. Tell me about a time when you have helped someone less fortunate than yourself.

11. Without sharing names and places...Have you ever witnessed another employee doing something that was dishonest? What did you do?

12. How will this job help you achieve your career goals?

Complete after reading the job description.

Are you able to do this job?

1. What are you seeking in this job that you are currently not getting? How do you see this job fulfilling this?

2. You have finished your orientation for your new job. You notice that a co-worker is doing the job differently than from how you were taught. What would you do?

3. We have all had to work with someone who is very difficult to get along with. Give some examples of when this happened to you. Why was that person difficult? How did you handle that person?



Ave Maria Village
 SMP Health System
 (Formerly Central Dakota Village)

Reference Check Form

APPLICANT: Please complete boxed portion of this form.

Please release information on my employment history to AVE MARIA VILLAGE.

Applicant _____ Date _____

Previous Employer _____

Address _____

Phone _____

Previous Names Used _____

Social Security Number _____

The person named above has applied for a position as a:

We would appreciate the following information, which will be held strictly confidential, as soon as possible. Thank you for your assistance regarding this matter.

Signature _____ Date _____

Title _____

Employed from: _____ to _____ (list dates)

Position held: _____ Were services satisfactory? YES NO

Why did applicant leave employment? _____

Eligible for rehire: YES NO

=====

Estimate of Abilities

A. Good B. Poor

Ability to Work with Others _____

Character _____

Dependable/Attendance _____

Professional Knowledge _____

Do you have knowledge that the applicant been reported for possible abuse, neglect, mistreatment or misappropriation of funds? YES or NO

Additional Remarks: _____

Reference Done by: _____ Title _____

=====

If information was verified by telephone check here _____ and list name on previous line.

Information was received over the telephone by:

Signature _____ Date _____

Please return by FAX to 701-952-1100, call 701-252-5660, or mail to Ave

Maria Village, formerly known as Central Dakota Village, 501 19th St NE,
Jamestown, ND 58401, as soon as possible.

2-18-10



Ave Maria Village

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