



Cheney Care Center

Employment Application



APPLICANT INFORMATION			
Last Name:		First:	M.I. Date:
Street Address:			Apartment/Unit #:
City:		State:	ZIP:
Phone No.:		E-mail Address:	
Date Available:			Desired Salary:
Position Applied for:			
Are you able to provide proof of your ability to work in the United States? YES ☐ NO ☐			
Have you ever worked for this company? YES ☐ NO ☐ If yes, when?			
Do you have any responsibilities or commitments that may prevent you from meeting work and attendance requirements?			
Where did you hear about Cheney Care Center?			
WORK DESIRED			
What prompted you to apply for a position with us?			
Can you rotate shifts? YES ☐ NO ☐			
Full Time ☐	Part Time ☐	Any Shifts ☐	Days ☐ Evenings ☐ Night Shift (NOC) ☐
EDUCATION			
High School:		City/State	
Did you graduate? YES ☐ NO ☐			Degree:
College:		Address:	
From	To	Did you graduate? YES ☐ NO ☐	Degree:
Other:		Address:	
From	To	Did you graduate? YES ☐ NO ☐	Degree:
PROFESSIONAL REGISTRATION OR CERTIFICATION			
If you do not have a required registration or license, have you applied for one? YES ☐ NO ☐			
Human Resources Only	Type of registration or certificate	State	Number

EMPLOYMENT HISTORY

List all employers beginning with your present/most recent employer, then previous employers in order, attach a separate sheet or resume if you have had more than four employers.

Company:		Phone:	
Address:		Supervisor:	
Job Title:			
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company:		Phone:	
Address:		Supervisor:	
Job Title:			
Responsibilities;			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company:		Phone:	
Address:		Supervisor:	
Job Title:			
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company:		Phone:	
Address:		Supervisor:	
Job Title:			
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company:		Phone:	
Address:		Supervisor:	
Job Title:			
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Describe your work experience?			

What would you like to be doing in five years?

What type of work do you find to be most interesting?

What type of work do you dislike most?

Cheney Care Center/Cheney Assisted Living/Cheney Home Care does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, age disability, marital status, veteran status, or any other characteristic protected by law. Cheney Care Center/Cheney Assisted Living/Cheney Home Care is an Equal Opportunity/Affirmative Action Employer.

REFERENCES		
<i>Please list four professional adult references, Not related to you</i>		
Full Name:	Years Known:	Email Address:
Company:	Phone No.:	
Address:		
Full Name:	Years Known:	Email Address:
Company:	Phone No.:	
Address:		
Full Name:	Years Known:	Email Address:
Company:	Phone No.:	
Address:		
Additional information about you which would aid us in our employment decision? _____		

DISCLAIMER AND SIGNATURE		
I hereby certify that the information contained on this application form is true, accurate and my complete employment history. I authorize Cheney Care Center/Cheney Assisted Living/Cheney Home Care to contact any of my schools or former employers, except those I have indicated, for a complete account of their experience with me. I understand that if I am employed, any misrepresentation of facts on this application or during the interview is sufficient cause for dismissal. I also understand that I must successfully complete any medical tests/examinations that are required by Cheney Care Center/ Cheney Assisted Living/ Cheney Home Care. I also understand that, regardless of personal preference, I might be called upon to rotate to a different shift should the needs of the facility require a change.		
Signature:	Date:	

Applicant Voluntary Self-Identification Information

In an effort to comply with requirements regarding government recordkeeping, reporting, and other legal obligations, which may apply, we invite you to comply with requirements regarding government recordkeeping, reporting, and other legal obligations, which may apply, we invite you to complete this applicant data survey. Submission of this information is voluntary and will be kept confidential. Failure to provide information will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Position: _____ Date: _____

Veterans Status

This company is also 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 veterans in the following classifications:

- 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 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 services service medal veteran" means a veteran who, while serving an 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.

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

_____ DECLINE TO ANSWER

CHENEY CARE CENTER



2219 North 5th St.
Cheney, WA 99004-2199
(509)235-6196 (509)235-2044 Fax

Reference Request

Attention: _____

Name: _____ has applied to our facility for employment. Please complete the appropriate section below and fax back to us at your earliest convenience. Your prompt attention is appreciated. Thank you.

Position Held: _____ Dates Employed: From _____ to _____

Release:

I hereby release from all liability the company or the person completing this from, and authorize them to release all information regarding my fitness for employment to Cheney Care Center. I understand that I may revoke this authorization, in writing, at any time. I also understand that I may not maintain an action against the person, institution, company or entity or any other person giving information in good-faith reliance on an authorization without actual notice of the revocation of the authorization.

Applicant's Signature: _____ Date: _____

Employment Reference: Is the above employment information correct?

Yes _____ No _____ (If no, please explain.) _____

	Above Average	Average	Below Average
Job Knowledge	☐	☐	☐
Cooperation	☐	☐	☐
Dependability, Attendance	☐	☐	☐
Quality of Care	☐	☐	☐
Getting along with others	☐	☐	☐

Would you rehire this person? Yes ☐ No ☐ (If no, please explain.)

Other information: _____

Signature: _____ Date: _____

Title/or Relationship to Applicant: _____

Grievance Procedure that Incorporates Due Process Standards

Section 1557 of the Affordable Care Act Grievance Procedure

It is the policy of Cheney Care Community not to discriminate on the basis of race, color, national origin, sex, age or disability. Cheney Care Community has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 1557 of the Affordable Care Act (42 U.S.C. § 18116) and its implementing regulations at 45 C.F.R. pt. 92, issued by the U.S. Department of Health and Human Services. Section 1557 prohibits discrimination on the basis of race, color, national origin, sex, age or disability in certain health programs and activities. Section 1557 and its implementing regulations may be examined in the office of Human Resources, 2219 N 6th St, Cheney, WA 99004, Phone (509) 235-6196, Fax (509) 235-2044, who has been designated to coordinate the efforts of Cheney Care Community to comply with Section 1557.

Any person who believes someone has been subjected to discrimination on the basis of race, color, national origin, sex, age or disability may file a grievance under this procedure. It is against the law for Cheney Care Community to retaliate against anyone who opposes discrimination, files a grievance, or participates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 1557 Coordinator within (60 days) of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 1557 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it will be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 1557 Coordinator will maintain the files and records of Cheney Care Community relating to such grievances. To the extent possible, and in accordance with applicable law, the Section 1557 Coordinator will take appropriate steps to preserve the confidentiality of files and records relating to grievances and will share them only with those who have a need to know.
- The Section 1557 Coordinator will issue a written decision on the grievance, based on a preponderance of the evidence, no later than 30 days after its filing, including a notice to the complainant of their right to pursue further administrative or legal remedies.
- The person filing the grievance may appeal the decision of the Section 1557 Coordinator by writing to the (Administrator/Chief Executive Officer/Board of Directors/etc.) within 15 days of receiving the Section 1557 Coordinator's decision. The (Administrator/Chief Executive Officer/Board of Directors/etc.) shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from pursuing other legal or administrative remedies, including filing a complaint of discrimination on the basis of race, color, national origin, sex, age or disability in court or with the U.S. Department of Health and Human Services, Office for Civil Rights. A person can file a complaint of discrimination electronically through the Office for Civil Rights Complaint Portal, which is available at: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services

200 Independence Avenue, SW

Room 509F, HHH Building

Washington, D.C. 20201

Complaint forms are available at: <http://www.hhs.gov/ocr/office/file/index.html>. Such complaints must be filed within 180 days of the date of the alleged discrimination.

Cheney Care Community will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency are provided auxiliary aids and services or language assistance services, respectively, if needed to participate in this grievance process. Such arrangements may include, but are not limited to, providing qualified interpreters, providing taped cassettes of material for individuals with low vision, or assuring a barrier-free location for the proceedings. The Section 1557 Coordinator will be responsible for such arrangements.

Dated: 12-07-2016

<http://www.hhs.gov/civil-rights/for-providers/clearance-medicare-providers/example-grievance-procedure/>

Notice About Nondiscrimination and Accessibility Requirements and Nondiscrimination Statement: Discrimination is Against the Law

Cheney Care Community complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Cheney Care Community does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Cheney Care Community:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact Human Resources

If you believe that Cheney Care Community has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Human Resources, 2219 N. 6th St, Cheney Wa 99004, (509)235-6196. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Human Resources is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services

200 Independence Avenue, SW

Room 509F, HHH Building

Washington, D.C. 20201

1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file>.

Taglines For Individuals With Limited English Proficiency of Language Assistance Services

Spanish ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-5092356196.

Chinese 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1 – 5092356196

Vietnamese CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-5092356196.

Korean 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-5092356196번으로 전화해 주십시오.

Russian ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-5092356196.

Tagalog PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-5092356196.

Ukrainian УВАГА! Якщо ви розмовляєте українською мовою, ви можете звернутися до безкоштовної служби мовної підтримки. Телефонуйте за номером 1-5092356196.

Mon-Khmer, Cambodian ប្រយ័ត្ន៖ បើសិនជាអ្នកនិយាយ ភាសាខ្មែរ, សេវាជំនួយផ្នែកភាសា
ដោយមិនគិតល្បួល គឺអាចមានសំរាប់បំរើអ្នក។ ចូរ ទូរស័ព្ទ 1-5092356196។

Japanese 注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。1-
5092356196 まで、お電話にてご連絡ください。

Amharic ማሳሰቢያ: የሚናገሩት ቋንቋ አማርኛ ከሆነ የትርጉም እርዳታ ድርጅቶች፣ በነጻ ሊያግዝዎት ተዘጋጅተዋል፡ ወደ
ሚከተለው ቁጥር ይደውሉ 1-5092356196.

Cushite XIYYEEFFANNAA: Afaan dubbattu Oroomiffa, tajaajila gargaarsa afaanii,
kanfaltiidhaan ala, ni argama. Bilbilaa 1-5092356196.

Arabic ن.ا.ج.م.ل.ا.ب.ك.ل.ر.ف.ا.و.ت.ت.ة.ي.و.غ.ل.ل.ا.ة.د.ع.ا.س.م.ل.ا.ت.ا.م.د.خ.ن.إ.ف.،ة.غ.ل.ل.ا.ر.ك.ذا.ث.د.ح.ت.ت.ن.ك.ا.ذا.إ.ذ.ا.ظ.و.ح.ل.م.
م.ق.ر.ب.ل.ص.ت.ا.م.ك.ب.ل.ا.و.م.ص.ل.ا.ف.ت.ا.ه.م.ق.ر. (1-xxx-xxx-xxxx).

Panjabi ਧਿਆਨ ਦਿਓ: ਜੇ ਤੁਸੀਂ ਪੰਜਾਬੀ ਬੋਲਦੇ ਹੋ, ਤਾਂ ਭਾਸ਼ਾ ਵਿੱਚ ਸਹਾਇਤਾ ਸੇਵਾ ਤੁਹਾਡੇ ਲਈ ਮੁਫਤ ਉਪਲਬਧ
ਹੈ। 1-5092356196 'ਤੇ ਕਾਲ ਕਰੋ।

German ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche
Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-5092356196.

Laotian ໂປດຊາບ: ຖ້າວ່າ ທ່ານເວົ້າພາສາ ລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ,
ໂດຍບໍ່ເສັຽຄ່າ, ແມ່ນມີພ້ອມໃຫ້ທ່ານ. ໂທ 1-5092356196.