



881 Dutton Road, Peterborough, ON, K9H 7S4
Telephone 705-743-4265
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APPLICATION FOR EMPLOYMENT

Resume MUST accompany application

- *This application MUST be completed by applicant who is at least 16 years of age.*
- *Information provided on this form will be treated as strictly confidential.*

1. Date of application _____

2. Name (print in full) _____

Address _____

Postal Code _____ Telephone (H) _____ (Cell) _____

3. What position are you applying for? _____
(One per application)

Part time Full time Student*

* *To qualify for a student position you must be able to provide proof of registration as a fulltime student in a registered educational institution.*

4. Are you legally permitted/licensed to work in Ontario Yes No

5. When are you available to start employment?

Immediately

Other _____

6. Have you ever been convicted of a criminal offence for which a pardon has not been granted? *(Please note that a Criminal Record Check is a condition of employment.)* Yes No

EDUCATION

Please indicate the highest level of schooling attained: _____

Certificate Received Yes No

Please note that the original certificate may be requested to verify completion.

Other relevant certificates or courses completed:

ADDITIONAL SKILLS

Add any other information about your skills that might help us to make our decision:

Tell us why you feel you are a good candidate for employment at Fairhaven.

CONDITIONS OF EMPLOYMENT

This section outlines working requirements which ensure quality care for residents and a safe environment for staff. Please sign to indicate your agreement with all of the following conditions of employment.

1. If employed, you are required to review Fairhaven’s confidentiality policy and sign a confidentiality agreement which relates to safeguarding information about residents, employees, volunteers, and Home business.
2. If employed, you are at Fairhaven to further the quality of life of the residents and in no way should you cause or condone deliberate harm to or abuse of a resident, visitor or other person in the work setting. Such wilful causing of harm or abuse will be thoroughly investigated and is subject to disciplinary action up to and including dismissal and criminal charges.
3. You must participate in Health and Safety, Workplace Hazardous Materials, Fire and Emergency Procedures and Infection Control training on an annual basis.
4. In accordance with the Ministry of Health Community Disease Surveillance Protocol, all employees of a Long-Term Care facility must be screened for tuberculosis either pre-placement or within 14 days of employment. This requires a two-step Mantoux test and/or a chest x-ray for a positive result. Failure to comply will result in termination.
5. In accordance with the Ministry of Health and Long-Term Care Influenza Prevention and Surveillance Protocol, all employees of a Long-Term Care facility must receive the vaccine for Influenza A each year. Failure to comply will result in loss of hours should a flu outbreak take place within Fairhaven.
6. It is recommended that all employees of a Long-Term Care home receive a Hepatitis B vaccine.
7. It is each employee’s responsibility to read and understand the job description and the physical demand analysis for the position for which they he/she has applied.
8. All employees have to complete a specified probationary period.
9. You may be governed by a union collective agreement and if so will be required to pay union dues.
10. It is the responsibility of the employee to become familiar with Fairhaven’s policy and procedure manuals.
11. Fairhaven operates 24 hours per day, seven days per week, 365 days per year. You may be required to work a varying shift schedule and, dependent on the position, will be required to be available to work every other weekend or two out of three weekends.

I have read, completed, and understand the questions in this form. The information that I have submitted is truthful to the best of my knowledge. **I have full knowledge and understanding that if it is found that I have falsified this application, such falsification will constitute full and sufficient grounds for dismissal.**

Applicant’s full name - Printed

Signature of Applicant

Date

CUPE AVAILABILITY REQUIREMENTS AGREEMENT

Name: _____

Position for which you are applying: _____

Date: _____

Availability Requirements

A Part Time Employee is defined as follows in the CUPE Collective Agreement:

Article 202 (d) A person who is employed for not more than sixty hours (60) in a bi-weekly period. A part time employee shall be assigned hours in accordance with Article 15.01 (d) of this Collective Agreement.

Article 15.01 (d) Permanent part-time and part-time employees must be available to work all units or work routines and all shifts for call-ins and replacements (vacations and statutory holidays).

Staff working in a position without any posted hours, or in a student position will be required to work or be on call two out of three weekends, as per Article 15.02 (b).

If you do not start with any scheduled shifts, you will be “on-call” for the weekend. It is the expectation of the Home that if you are at a different phone number, you will call Scheduling and provide them with a phone number that you can be reached.

I have read and agree that I can fulfil the availability requirements as outlined above.

Applicant's Signature

c. Personnel File



RELEASE OF INFORMATION FORM

I, _____, (*print name*) am applying for employment with Fairhaven.

I hereby authorize (*check either or both choices*)

my previous employer/s as identified in this application

my present employer/s as identified in this application

to release to Fairhaven any information relating to my previous or present employment.

Signature of Applicant

Date

DECLARATION OF CRIMINAL RECORD DATA - EMPLOYEE

Please complete *ONLY* if you have not attached an up-to-date Criminal Check.

A Criminal Check is a condition of employment.

To ensure that the highest standard of practice required of individuals employed in the health care field particularly those working with vulnerable seniors and the disabled is maintained, Fairhaven requires criminal record checks on all new employees and volunteers. In addition, staff and volunteers working in the facility are required to declare their criminal record background at least annually.

The Human Resources Generalist confirms that all employees have signed an annual declaration, and conducts random formal criminal reference checks to verify the accuracy of the declaration.

I understand that the Home requires that employees who provide direct service to our residents, or are in a position of financial trust must make a statement of declaration annually confirming his/her criminal background or record. Therefore, I do declare that I have not been convicted of any of the following:

- Physical or sexual assault
- Any offence involving the use of threats or violence
- Theft and/or fraud
- Break and enter
- Property related crimes
- Drug related offences, such as trafficking in controlled or restricted drugs
- Failure to provide the necessities of life or criminal negligence causing death or bodily harm to someone for whom the person was a caregiver or in a position of authority or trust.

Check A or B, below whichever accurately describes your present situation:

A. I do not have a criminal record.

B. I do have a criminal record and would like to discuss the circumstances with the Human Resource Generalist.

I understand that all information provided to Fairhaven will remain strictly confidential.

Signature of Applicant

Date