



1115 LANE 12
LOVELL, WY 82431
(307) 548-5216

**Please place your Application For
Employment in this envelope and
return to Human Resources.**

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

By law, you are entitled to request a reasonable accommodation and assistance to complete this application form or to proceed in any part of the application process. To request an accommodation or assistance, call or write Human Resources.

PERSONAL INFORMATION

Last Name:	First Name:	Initial:	Soc. Sec. Number:
Street Address:	City:	State:	Zip Code:
Phone: () -	Message Phone: () -	Date:	

Position(s) applying for: _____

Full Time ☐ Part Time ☐ On Call ☐ Weekends ☐ Days ☐ Evenings ☐ Nights ☐ Temporary ☐
How did you learn of this position? ☐ Newspaper Ad ☐ Internet ☐ Journal/Publication ☐ Current NBHH Employee ☐
Walk In ☐ Other _____

Which NBHH employee referred you? _____ (List only one name)

Have you ever been employed by North Big Horn Hospital District? ☐ Yes ☐ No If previously employed by NBHHD, under what Name(s)? _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ☐ Yes ☐ No If yes, please provide date(s) and details _____

PROFESSIONAL LICENSURE/CERTIFICATION

List	License/Certification/Registry	Expiration Date
1.	_____	_____
2.	_____	_____
3. CPR Certified? Current <input type="checkbox"/> Expired <input type="checkbox"/> Never Certified <input type="checkbox"/>		

EDUCATION & TRAININGS

	Name	City/State	Course of Study	Degree	Date Received
High School					
College					
Other					
Other					

☐ Typing (speed/accuracy) _____ ☐ Switchboard/Multi-Line Phones ☐ Medical Terminology ☐ Lotus
☐ 10-Key/Adding Machine (speed) _____ ☐ Windows (Word/Excel) ☐ IBM/AS400
Other special training or skills not mentioned above (only if applicable): _____

REFERENCES: List names and telephone numbers of three coworkers, friends, clergy, etc.

Name	Address/City/State	Phone	Relationship?

COMPLETING ALL SECTIONS OF THIS APPLICATION IS MANDATORY

Present or Last Employer (Company)	Type of Business	Rate of Pay Starting: _____ Final: _____
Address	City/State/Zip	Phone:
Date Started - Month/Year	Dated Left - Month Year	Job Title
Reason for Leaving	Description of Work and Responsibilities:	Supervisor's Name/Title
If Employed under a different Last Name, Please specify		May we contact for a reference? ___ Yes ___ No ___ Later

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If Employed under a different Last Name, Please specify		May we contact for a reference? ___ Yes ___ No ___ Later

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability of performing the essential functions of the position(s) for which you have applied. However, if you would like NBHH to consider special arrangements to accommodate a physical or mental limitation, you may contact the NBHH Human Resources Department and suggest the kind of accommodation you believe would be appropriate.

All information provided by me on this application is complete and accurate. I understand that any false answers or statements made by me on this application or on any supplement thereto, or any omission of any requested information, may be grounds for immediate discharge. I understand this is an application for employment only and does not employ or create an employment contract and that if I am employed, such employment is for an indefinite period of time and NBHH reserves the right to terminate my employment at any time for any reason. I grant permission for North Big Horn Hospital District to investigate and solicit information related to my personal information, professional licensure/certification, education and training, criminal background information, references and employment history, and I hereby release North Big Horn Hospital District and all other parties from any and all liability and claims for damages that may result therefrom.

Applicant Signature _____ Date _____

Mission

To enhance the physical, emotional and spiritual well being of those we serve by providing compassionate and quality health care.

Vision

Our vision is that in partnership with the communities, North Big Horn Hospital District will be the provider of choice, continually offering progressive, quality health care responsive to the changing needs of those we serve.

Values

We believe in...

- ▶ **Quality** - We believe in striving for excellence by providing care which meets or exceeds professional standards and patient expectations.
- ▶ **Service** - We will continually strive to maintain the best balance between cost and benefit while providing the highest quality of care with a positive attitude providing treatment in a prompt and timely manner.
- ▶ **Outcomes** - We will focus on improving the results of health care, with emphasis on optimal outcomes and restoration of the individual to an acceptable level of wellness.
- ▶ **Teamwork** - We believe in a partnership through cooperation and assisting one another to achieve common goals through communications, flexibility and mutual trust. Our intent is to furnish the greatest satisfaction to the patients, employees, and medical staff who utilize our services.
- ▶ **Empathy** - We will attempt to understand things through patient/family perspective.
- ▶ **Professionalism** - We believe in providing opportunities for staff development so that we can retain highly skilled, competent, compassionate, healthcare givers. We encourage all staff to perform their duties with patience, confidence, integrity and a positive attitude.

1. How does North Big Horn Hospital District's Mission, Vision and Values fit into your belief system?

2. Why did you apply at North Big Horn Hospital District?

3. Please give examples of how your education, job experience, knowledge, skills and abilities will enable you to meet the essential functions of the job as defined in the job description.

1 **Internal Service**

Serve and care for our coworkers as we would for our patients and guests. Treat our colleagues as professional through courtesy, honesty, and respect. Encourage other people's work; praise whenever possible. Make new staff members feel welcome.

2 **10 Foot Circle**

Engage and acknowledge everyone who comes into your circle of influence. Smile and introduce yourself when appropriate. When riding elevators, initiate conversation and hold the door open for others.

3 **Positive Image**

Present a positive image through friendly body language, facial expressions, and appearance. Be clean and professional. Follow dress code policies and wear your identification badge correctly at all times.

4 **Phone Image**

Creating a welcoming atmosphere by answering the phone in four rings or less with a personal greeting. Identify your department and yourself, then ask, "How may I help you? Know how to operate the telephones in your area. Provide the correct number before transferring a call. Get the caller's permission before putting them on hold and thank the caller for holding.

5 **Personal Connection**

Find ways to create relationships with our patients and guests. Use their names in every interaction. Be respectful of patients and make sure that patient information is kept confidential. Never discuss patients and their care in public areas or with your family and friends.

6 **No Passing Zone**

Anticipate and help patients and guests with their needs. Listen to our patients and guests. Be courteous. Speak clearly and avoid jargon. When you pass a patient or guest off to someone else, take personal responsibility to follow through. Educate families about procedures and provide a comfortable atmosphere for waiting.

7 **Make a Point**

Escort our patients and guests to their destination, whenever possible, or take them part of the way there. Avoid pointing.

8 **Personal Accountability**

Take pride in this organization as if you own it. Pick up litter and dispose of it properly. Contribute to the overall cleanliness of the environment. Accept the responsibilities of your job. Adhere to policies and procedures. Live the values of this organization. Hold each other accountable to follow the Min-Specs. You are NBHHD.

9 **Always Strive to Exceed**

Find ways to say "yes" to our patients and guests. Give options and think of ways you can exceed expectations. Use service recovery as a way to create an advocate. Thank our patients and guests for choosing North Big Horn Hospital District.

Provide examples of how you have demonstrated these expectations in past work or personal history:



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APPLICANT SURVEY

Title VII of the Civil Rights Act of 1964 requires employers to "make and keep records relevant to the

The survey information will be kept confidential, will be kept separate from other personnel records, and will be used only for

Name _____		Date _____
Title of Position Applied for _____		
How did you first learn of this position?		
<input type="checkbox"/> Newspaper ad	<input type="checkbox"/> Journal or other publication	<input type="checkbox"/> MALE
<input type="checkbox"/> A friend or colleague	<input type="checkbox"/> A Community Organization	
<input type="checkbox"/> A Current Employee	<input type="checkbox"/> Other _____	<input type="checkbox"/> FEMALE

Please check one box that best describes your race/ethnicity:

- _____ **White** (*Not of Hispanic Origin*). All persons having origins in any of the original peoples of Europe,
- _____ **Black** (*Not of Hispanic Origin*). All persons having origin in one of the Black racial groups of Africa.
- _____ **Hispanic**. All persons of Mexican, Puerto Rican, Cuban, Central or South American or other
- _____ **Asian or Pacific Islander**. All persons having origins in any of the original peoples of the Far East,
- _____ **American Indian or Alaskan**. All persons having origins in any of the original peoples of North