

Mather Hospital provides equal employment opportunity and treats all employees equally regardless of their age, race, creed/religion, color, national origin, alienage or citizenship status, sexual orientation, military or veteran status, sex/gender, gender identity, gender expression, disability, genetic information or genetic predisposition or carrier status, marital status, partnership status, victim of domestic violence, or other characteristics protected by applicable law.

PERSONAL INFORMATION All questions on this form must be answered.

POSITION DESIRED: _____ Today's Date: _____ Available Start Date: _____
 HOURS: ___ Full Time ___ Part Time ___ Per Diem SHIFT: ___ Day ___ Evening ___ Night

NAME: (LAST) _____ (FIRST) _____ (MIDDLE) _____

Have you ever been known by any other name? If so, please state: _____

STREET ADDRESS: _____

CITY AND STATE: _____ ZIP: _____ EMAIL: _____

HOME PHONE #: _____ CELL PHONE #: _____

Do you have a legal right to work in the U.S.? Yes _____ No _____

Are you 18 years of age or older? Yes _____ No _____

Were you previously employed by Mather or any other Northwell facility? ___ When/where? _____

Have you ever been a volunteer at Mather? ___ When? _____

List any friends or relatives working for Mather:
 Name: _____ Relationship _____
 Name: _____ Relationship _____

EDUCATION

	High School	Nursing/Technical/Trade	College	Graduate School
School Name and Location	_____	_____	Degree: _____	Degree: _____
Year graduated:	_____	_____	_____	_____
Number of years completed	_____	_____	_____	_____
Courses Studied	_____			
List scholastic honors, fellowships and/or scholarships awarded	_____			
Do you have any special training or skills? Yes _____ No _____ If yes, explain:	_____			

PROFESSIONAL LICENSES

Type of License _____ I am not licensed in N.Y. State but plan to (check one)
 N.Y.S. License # _____ ___ Take N.Y. State Licensing Exam Date: _____
 N.Y.S. License Date _____ ___ Apply for reciprocity Date: _____
 (Date of First Issue) _____ ___ Apply for temporary permit _____

N.Y.S. Temporary Permit Type _____ Other State(s) in which licensed _____
 Temporary Permit # _____
 Expiration Date _____

_____ I have no professional licenses

To the best of your knowledge, have you ever been reported to the Office of Professional Discipline (OPD) or the Office of Professional Misconduct (OPMC). Yes ___ No ___ If yes, please explain: _____

Have you ever been disciplined by OPD or OPMC? Yes__ No__ If yes, please explain_____

Is your license (clinical, driver's, etc.) currently, or has it ever been, the subject of investigation by licensing authorities, and/or surrendered, restricted, deemed inactive, suspended or revoked? Yes_____ No_____

If yes, please provide date(s) and details of each incident. _____

EMPLOYMENT HISTORY

LIST ALL (INCLUDING MILITARY SERVICE)

ATTACH ADDITIONAL SHEET OR RESUME IF NECESSARY

May we contact your present employer for a reference check? _____ Yes _____ No

Name of Employer	Address	Street	City	State	Zip	Date Started
Your Position			Name of Immediate Supervisor/Telephone			Date Left
Description of Duties						
Reason for Leaving (Explain)						

Name of Employer	Address	Street	City	State	Zip	Date Started
Your Position			Name of Immediate Supervisor/Telephone			Date Left
Description of Duties						
Reason for Leaving (Explain)						

Name of Employer	Address	Street	City	State	Zip	Date Started
Your Position			Name of Immediate Supervisor/Telephone			Date Left
Description of Duties						
Reason for Leaving (Explain)						

U.S. MILITARY SERVICE

Date Entered Service _____ Branch of Service _____

Date of Discharge _____

CAREFULLY READ THIS SECTION PRIOR TO PROVIDING SIGNATURE BELOW

APPLICANT STATEMENT

I certify that the above information given by me is true and complete to the best of my knowledge.

I understand that misrepresentation or omission of facts called for herein, may be cause for dismissal.

I understand that my initial employment is contingent among other things, upon satisfactory completion of a post-offer medical exam. I also agree, if employed, to receive such immunizations as required by the New York State Department of Health. Applicants and employees of the Hospital may be subject to drug and/or alcohol testing as permitted by applicable federal, state, and local law. A confirmed positive test will be considered by the Hospital in making the decision to employ or to continue to employ an individual. Additionally, employees of the Hospital may be subject to polygraph testing as permitted by the Employee Polygraph Protection Act of 1988 and applicable state and local law. Finally, applicants and employees may be subjected to background checks, including criminal background checks, pursuant to Federal Consumer Credit Reporting Reform Act of 1996, as further explained in the attached authorization sheet.

I understand that my employment is dependent upon my providing all necessary documentation as required for my position, including regulatory checks, receipt by the Hospital of satisfactory references, attendance at employee orientation, and satisfactory completion of the probationary period. That any offer extended and accepted does not constitute a contract of employment, and that any such employment is terminable at the will of either party, and no officer of the Hospital has the power to enter into any contrary oral agreement. Any contrary written agreement must be in the form of an employment contract signed by the President of the Hospital.

Signature _____ Date _____

REFERENCE RELEASE

In connection with my employment, I hereby authorize you to release to Mather Hospital, any information pertaining to my past or present employment and/or school transcripts. I hereby release from all liability or damage, those persons, agencies and organizations who may furnish such information.

Signature _____ Date _____

AUTHORIZATION AND DISCLOSURE FOR PROCUREMENT OF CONSUMER REPORT

I understand and agree that Mather Hospital (the "Hospital") will verify all or part of the information I have provided in connection with my application. I hereby authorize the Hospital to procure a consumer report, including an investigative consumer report containing information about my character, general reputation, personal characteristics and mode of living, for employment purposes as part of the pre-employment background investigation and at any time during my employment. I understand that such report may contain information relating to my motor vehicle driver license records and/or driving records, my criminal and civil records, my education records, as well as other public record information. I understand that information may be obtained through personal interviews with my neighbors, friends, associates, or others with whom I am acquainted.

If I am granted employment, I further authorize the Hospital to subsequently, from time to time, request such consumer reports or investigative consumer reports, in connection with my employment.

Information from such reports will not be used in violation of any federal or state equal opportunity law or regulation.

Before taking any adverse employment action based on a credit report, including denying employment, the Hospital will provide me, without charge, a copy of the report, plus a written summary of my rights under the Fair Credit Reporting Act.

I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application for employment.

I understand that if an investigative consumer report is requested, I will have the right to demand a complete and accurate disclosure as to the nature and scope of the investigation requested and a written summary of my rights under the Fair Credit Reporting Act.

The Hospital will respond to a request for detailed information in a written statement to be mailed or otherwise delivered to you no later than five days after the date it receives your written request for additional information or the date the report was first requested, whichever date is later in time.

I acknowledge that I have received a copy of the above notice, together with a copy of Article 23-A of the New York Correction Law, and that I authorize a copy of my credit report to be released to the Hospital or an investigative consumer report to be requested by the Hospital

I have read and understand the Authorization and Disclosure for Procurement of Consumer Report

Applicant Name (Please Print)

Applicant Signature

Date

NEW YORK CORRECTION LAW ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
- (e) The age of the person at the time of occurrence of the criminal offense or offenses.
- (f) The seriousness of the offense or offenses.
- (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

Name: _____

Date: _____

 I have read this document and will adhere to the Standards of Performance if employed by Mather Hospital.

Thank you for applying for employment at Mather Hospital. In response to your interest, let us tell you a little about our culture.

Mather Hospital set sail on our Voyage to Excellence in June 2008. Our quest is to become the best community teaching hospital in New York State. As part of our quest, we are striving to create a culture based upon excellent service in an environment where employees are empowered to perform at their highest level of ability. Every employee and volunteer at Mather Hospital is expected to demonstrate his/her commitment to our mission and vision.

To support our collective and individual efforts, we at Mather have created employee teams to foster a hospital culture that continuously improves the delivery of high quality healthcare and satisfaction to patients, guests, physicians, and employees.

Our key values, or *Pillars of Excellence*, are the framework of our Voyage to Excellence employee teams. These values, People, Service, Quality & Safety and Innovation & Growth, are at the core of all we do and are symbolically displayed on our hospital's historic grand pillars in our central courtyard.

To help us succeed in our quest, employees represented by the Standards of Performance team have developed a handbook entitled, *Charting the Course*. These Standards provide the guidelines for every Mather Hospital employee and volunteer for performing his/her job responsibilities.

Consistently meeting our Standards of Performance is an integral part of achieving our vision. In the event that you become a Mather employee, you will be required to fully understand these Standards. Your performance evaluations will be measured in accordance with these Standards. Following is a brief description of each Standard is listed for your review.

Mather Hospital Standards of Performance

Accountability

Accountability is an ongoing process and a method of achieving personal and organizational effectiveness. Accountability leads to improved teamwork, clarity of function and better results.

Appearance

Mather Hospital employees will exhibit pride and a sense of ownership in our appearance, both personal and environmental.

Attitude

As a member of the Mather Hospital family, we are committed to providing care to the best of our ability and treating each patient in the manner in which we would wish for ourselves and our loved ones.

Call Lights

All Mather Hospital employees are responsible for answering patient call lights or patient's request for assistance.

Commitment to Our Organization

Employees will represent Mather Hospital positively both at work and in the community by taking responsibility for themselves and showing a willingness to go above and beyond for the benefit of the entire organization.

Commitment to Our Patients

The driving force behind everything we do is our commitment to patients, patients' families and the communities we serve.

Commitment to Our Co-Workers

Our co-workers are our teammates; we are linked to one another by a common purpose, serving our patients and our community.

Communication

Mather Hospital employees commit to open, honest and timely communication, and to deliver our messages with courtesy, clarity and care.

Diversity

We are committed to an environment which encourages the talents of individuals and recognizes the uniqueness of each individual with respect to race, gender identification, age, cultural background, socioeconomic status, ethnicity, sexual orientation, disability, religion, and/or any other types of diversity.

Leadership

Great leadership exhibits unquestionable integrity, honorable character and selfless service which will inspire others to follow confidently. Great leadership knows their greatest asset is their people.

Noise

A quiet environment promotes healing, increases patient satisfaction, improves safety and reduces stress for patients, families and staff. It is the responsibility of all Mather Hospital employees to reduce or eliminate all unnecessary environmental and personal noise.

Safety and Risk Identification

It is every employee's responsibility to identify and alleviate safety risks and hazards and be part of an integrated approach to continually drive down preventable patient, volunteer, employee, physician, student or visitor harm.

Mather Hospital Voyage to Excellence A Brief Review

In June 2008, Mather Hospital embarked on its "Voyage to Excellence." This ongoing journey of constant improvement of quality healthcare and service is guided by Mather Hospital's vision of becoming the best community teaching hospital in New York State and its mission to be the healthcare provider of choice in our community.

As we sail forward, we build upon our four "Pillars of Excellence" – People, Service, Quality & Safety and Innovation & Growth – the core values, which guide all of our activities.

Pillars

People: Mather Hospital will become the hospital of choice for employees, patients, physicians, healthcare providers, board members, volunteers and benefactors.

Service: Mather Hospital will provide superior service to patients, their families, visitors, physicians and healthcare providers.

Quality and Safety: Mather Hospital will continuously improve clinical quality and patient safety.

Innovation and Growth: Mather Hospital will promote innovation and strategic growth to support positive patient outcomes, community needs and financial health.

Teams

To drive our Voyage to Excellence, seven teams, each led by and made up entirely of employees, have a particular focus in supporting the Voyage to Excellence as noted here.

We believe that the leadership at Mather Hospital must be able to demonstrate a set of core competencies in order to continue on a successful path as an institution. The **Leadership Development Team** has defined 10 core competencies and executes training to strengthen our leaders' abilities in each area. The Mather Leadership group includes approximately 180 people with direct line reporting, including nurse managers, department managers and reporting supervisors. Their goal is to educate, engage and inspire the leaders of Mather.

Quality and consistency of performance are essential to ensuring a high level patient experience and quality work environment. As such the **Standards of Performance Team** has developed a set of behavioral standards to help ensure improved patient experiences and an enhanced work environment. These standards outline our expectations of behaviors and job performance for everyone in the Mather family.

The **Communication Team's** first order of business was to develop a consistent and easily accessible vehicle to communicate pertinent core information to everyone in the hospital. Accordingly, communication boards were posted in all departments. Each board is organized around the four pillars and updated monthly by the Communication team. This team is also responsible for our quarterly Employee Communication Forums as a venue for employee communication focused on strategies and successes related to service operational excellence. Simply put, the purpose of this team is to help ensure that all of us in the Mather Hospital Family are on the "same page."

The **Patient Experience Team** addresses patient experience issues in areas directly related to patient satisfaction survey measurements. From providing a quieter environment, to ensuring more attentiveness to pain management, to being involved in service recovery when we make a mistake, the Patient Experience Team looks for ways to make our hospital the place that patients and families want to come for care.

Strengthening partnerships is critical to the success of any business or organization, and hospitals are no exception. The purpose of the **Physician Engagement Team** is to further embrace and maximize collaborative relationships between hospital staff and our physicians. They are charged with understanding the needs and wants of our physicians and making this the hospital of choice for their practice.

The **Employee Engagement Team's** goal is to encourage employees to take full advantage of our Voyage to Excellence. New and meaningful ways of reward and recognition are a significant part of this team's plan to stimulate our creativity and integrate our collective efforts. Each and every day at Mather, people go above and beyond their job requirements to demonstrate dedication and caring. We want to identify and recognize these people in a way that they appreciate. For some, it is a quiet thank you, for others, public recognition. We have also instituted the WAVE program, in which employees can recognize and reward each other.

Who better to think of new ways of reaching our goal to become the best community teaching hospital in NY State than the employees, staff and volunteers at Mather Hospital? The purpose of the **Bright Ideas Team** is to empower employees, foster creativity and encourage them to personally embrace the success of Mather Hospital. Through the use of a highly refined software program, a sophisticated and easy-to-access data base tracks all of the ideas submitted by employees to improve service, quality or cost throughout the organization. By way of a point system that works toward redeeming prizes, all have a chance to become involved and rewarded.

The Daily Line-Up

Each day, in each department of the hospital, on every shift, employees gather to listen to a common message. In this way, a communication network is set up that ensures everyone is "on the same page" about important events and concepts. Sometimes the message is an FYI, sometimes it is inspirational and sometimes we use the Daily Line-Up to recognize employees or others.

The **Voyage to Excellence** is our commitment to the future. It is an opportunity for all of us to help make coming to Mather Hospital an even better experience for our patients, their families and us. We look forward to sharing our successes as we continue our Voyage together.

Please return completed application to:

Human Resources Department
Mather Hospital
75 North Country Road
Port Jefferson, NY 11777