



Thank you for your interest in employment with Northbridge Plymouth Assisted Living, LLC. Northbridge is committed to setting the standard in senior living. For that reason, the expectation we put upon our colleagues is great. Our high expectation not only allows us to meet our business goals, it more importantly gives us the opportunity to work and grow with dedicated people who want to make a difference each day in the lives of our residents, their families and our staff.

Prior to completing the attached application, please take a moment and review a list of non-negotiable employment expectations we have for our staff. If you feel as though our business philosophy aligns with your professional standard, we ask you to continue on with the application process.

Non-negotiable employment expectations:

- Kind, trustworthy and honest
- Reliable transportation
- On time, in position and ready to work at the start of each shift
- Always in uniform (see attached uniform guide)
- Clean and neat appearance
- Piercings will be limited to ears only and earrings will be minimal in size
- Any tattoo over the size of a quarter and/or non discrete must be covered up
- Appropriate language with residents, their families and fellow colleagues
- Cell phones must be kept in and can be used only in the staff lounge
- No solicitation of any kind
- No accepting of gifts from residents and/or their families
- Unless otherwise informed, all information is to be considered confidential
- Adherence to all policies listed within the employee handbook
- Performing in accordance with the position specific job description

All applications will be reviewed in a timely manner and you will be contacted on the status of your application. Again, we thank you for your interest in Northbridge Plymouth Assisted Living, LLC and look forward to the opportunity to work with a people who strive to make a difference each day.

Sincerely,

Shawn M. Bertram
Executive Director

Applicant Signature

Date



Northbridge Plymouth Assisted Living, LLC APPLICATION FOR EMPLOYMENT

Thank you for your interest in Northbridge Plymouth Assisted Living. Northbridge Plymouth Assisted Living is an equal opportunity employer. Should you require any special accommodations in completing the application process, please inform us of your needs.

PERSONAL:

Last Name	First Name	Middle Initial	Social Security No.	Date of Birth
Current Street Address	City	State	Zip	Home Phone Number
Alternative/Cell Phone Number		Email Address		

POSITION:

Position you are applying for:	Date Available	Desired Salary:
Type of Employment: (check all that apply) Full Time: ___ Part Time: ___ Per Diem: ___	Desired Shift: (check all that apply) Days: ___ Evenings: ___ Nights: ___	
How did you hear of about this opening: ___ Employee Referral (Name: _____) ___ Newspaper ___ Other: _____		
Have you ever applied for a position with Northbridge or any of its communities? ___ Yes ___ No		
If Yes, Where?		
Do you have any friends or family members currently working for Northbridge? ___ Yes ___ No		
If Yes, please list name, relationship and location		
Is a family member or friend currently a resident at a Northbridge community? ___ Yes ___ No		
If Yes, please list name, relationship and location		
Have you ever been terminated as a result of your neglect or mistreatment of an elder? ___ Yes ___ No		
If Yes, please explain:		
Have you ever been terminated as a result of discriminatory or harassing behavior? ___ Yes ___ No		
If Yes, please explain:		

PROFESSIONAL LICENSURE / CERTIFICATION:

Please check all that apply and list area of specialty: (RN, LPN, CNA, RD, HHA, etc.)		
___ License: _____	___ Certified: _____	___ Registered: _____

EDUCATION AND TRAINING:

	Name and Location	# of years completed	Did you graduate?	Degree/Diploma
High / Trade School				
College				
Graduate				

Please list any additional training, certifications and/or organization participation that you would like us to know about that would relate to the position in which you are applying:

BACKGROUND INFORMATION:

Have you ever been convicted of a felony or misdemeanor?	___ Yes ___ No
If yes, please explain	
Are you 18 or older?	___ Yes ___ No
Should you be offered a position, are you able to provide verification of your right to work in the United States on your first day of employment?	___ Yes ___ No

PREVIOUS EMPLOYMENT:

Company Name	Addresses	Telephone Number	May we contact? ___ Yes ___ No
Employed From (Month/Year)	Employed To (Month/Year)	Salary per hour	Position Held
Name of Supervisor	Specific reason for leaving		

Company Name	Addresses	Telephone Number	May we contact? ___ Yes ___ No
Employed From (Month/Year)	Employed To (Month/Year)	Salary per hour	Position Held
Name of Supervisor	Specific reason for leaving		

BUSINESS REFERENCES:

Name/Title	Company Name	Business Phone	Professional Relationship

AUTHORIZATION:

I certify that all answers or statements contained within this application or on an attached resume are true and accurate and without omissions. I understand that any false statements or misrepresentation on my application or resume will be reason enough for refusal to hire or for immediate termination at any time during my period of employment.

I furthermore authorize my present and/or previous employers and schools listed within the application, unless otherwise indicated, to give all pertinent information they may have that is relevant to the position I have applied for and to release all parties from all liability for any damage that may result from furnishing this information. I understand that all information obtained is considered confidential and is the sole property of Northbridge Plymouth Assisted Living, LLC.

I understand that my employment is conditional upon Northbridge Plymouth Assisted Living, LLC receiving satisfactory results of post-offer, pre-employment health screenings, drug tests and required proof of identity and legal authority to work in the United States.

In consideration of my employment, I agree to conform to the rule and standards of Northbridge Plymouth Assisted Living, LLC and any other requirements. I understand fully that my employment and compensation can be terminated “at will”, with or without cause, and with or without notice at any time.

Applicant Signature

Date

Northbridge Plymouth Assisted Living, LLC

Uniform Policy

All employees are required as part of their employment to be in the approved uniform as detailed below. Employees who are not in their complete uniform at the start of their shift will be sent home.

All Employees

Name Tag*

Nursing:

Polo Shirt *

Tan Pants

Apron

Comfortable Shoes

Main./Housekeeping:

Polo Shirt *

Tan Pants

Comfortable Shoes

Wait staff:

Bow Tie *

Vest *

White Button Down Shirt *

Black Pants

Black Comfortable Shoes

Activities:

Polo Shirt*

Tan Pants

Comfortable Shoes

* Provided by Stafford Hill