



**REFERENCES:** Please list three references that we may contact who are able to verify your qualifications by providing professional and/or character references for you. List persons who have known you for at least one year. Please do not use people you are related to or that you live with as a reference.

Name	Relationship	Day time phone #

Have you ever worked for our agency before?  Yes  No

If yes, when and in what capacity? \_\_\_\_\_ Reason for separation \_\_\_\_\_

**EMPLOYMENT HISTORY:** Please start with your most recent employer, including military service. If information is already on your resume, fill in only those items not listed on your resume. **Explain any gaps in work history.**

Other name(s) under which you have worked or attended school \_\_\_\_\_

Company _____ Phone _____ Address _____ Position held _____ Dates of employment _____ Name & title of immediate Supervisor _____ Description of main job duties _____ Reason for leaving _____
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Do we have permission to contact your references and the employers listed above?  Yes  No If no, please explain

Did you complete this application yourself?  Yes  No If no, who did? \_\_\_\_\_

**Affirmative Action Policy**

The Douglas County Visiting Nurses Association, Inc is an equal employment opportunity employer. Equal employment opportunity is provided to all applicants without regard to race, color, religion, gender, sexual orientation, age, national origin, ancestry, disability, genetic information, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.

Our Mission and Values are the foundation for how we deliver home health care and hospice services. If you agree with our Mission and Values and will support them in your action, please continue completing your application.

**Our Mission**

The mission of the Douglas County Visiting Nurses Association, Inc is to provide excellent community-based health care and support services throughout the continuum of care.

**Our Values**

- To affirm the dignity, worth, and quality of human life in all of its phases
- To promote creativity and lifelong learning in an atmosphere of cooperation, teamwork, and fairness
- To be honest and maintain confidentiality in all of our interactions
- To be a financially viable, cost-effective not-for-profit organization that meets the needs of clients and staff
- To maintain excellence as evidenced by positive, measurable outcomes

Your application will remain active for sixty (60) days following the date on the application. Consideration for employment after this time requires a new application.

Applications are screened by the Human Resources Manager before being forwarded to appropriate supervisors. Applicants selected for an interview will be contacted by phone. The hiring process may take two to four weeks.

Applications are accepted during regular office hours (8:30 am to 5:00 pm Monday through Friday). Completed applications may be mailed to: 200 Maine, Suite C, Lawrence, KS 66044; e-mailed to: [H\\_Resources@kansasvna.org](mailto:H_Resources@kansasvna.org) or faxed to: (785) 843-6439.

I authorize the Visiting Nurses to investigate any or all statements contained in this application and to obtain information concerning my qualifications as a prospective employee. I authorize my former employers and references listed to make full response to any inquiries made by designated staff members of VNA concerning my previous employment and my work performance. I release all such persons and entities from all liability with respect to providing such information to VNA.

I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules and regulations of employment with VNA. I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that employment is for an indefinite period of time and "at will." This means that either VNA or I may terminate my employment at any time with or without notice or cause. I understand that the Visiting Nurses requires a criminal background and motor vehicle records (MVR) check for all employees once a conditional offer of employment has been extended by the hiring manager.

I certify that the information contained in this employment application is true, complete and correct to the best of my knowledge and that any misstatements or omissions in this application may result in VNA's refusal to hire me or if employed, may be considered cause for dismissal.

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Signature

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Date