

Mission Statement

Provide primary, acute and long-term healthcare services to the people of the surrounding region. Use all available resources to provide quality, personalized, yet cost-effective care. And provide community health promotion to individuals and businesses.

To Applicant: We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist in possible future upgrading.

This facility is an equal opportunity employer. Employment educational opportunities and promotions in all job classifications are without regard to race, color, creed, religion, national origin, sexual orientation, disability, age, marital status, veteran status or status with regard to public assistance.

PERSONAL

Name: Last	First	Middle	Social Security Number
Address: Street	City	State	Zip Code
Telephone Number			
Position(s) Applied for		Rate of Pay Expected	Date Available for Employment
1.	2.		
Type of Employment Interested In			Specific Days and Hours
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary			

PROFESSIONAL

CURRENT	License (Type)	Year	State	Number
List Areas of Experience in Your Profession				

VOLUNTEER

List Areas of Experience From Volunteer Assignments

Explain any unemployment periods of two months or more

REFERENCES

SCHOOL OR PERSONAL REFERENCES WHICH WE MAY CONTACT (do not list relatives)

Name	Address Telephone Number	Occupation
Name	Address Telephone	Occupation
Name	Address Telephone	Occupation

GENERAL INFORMATION

Who referred you to Tyler Healthcare Center?

- Employee (name) _____
- Friend or Relative
- Advertisement: Newspaper
Internet
Other
- School Counselor
- Walk In
- Previously Employed by Tyler Healthcare Center
Dates Employed _____
- Previously Employed by other Avera Health partner
Which _____
Dates Employed _____

Have you ever been convicted of a felony?

- Yes No If yes, please explain.

SMOKING AND DRUG FREE WORKPLACE

Our policy is to promote and provide a safe and healthy environment for our patients, residents, employees, physicians, volunteers and visitors. Therefore, we discourage the use of all tobacco products and regulate smoking within our facility. Additionally we prohibit the use of illegal drugs.

Check one:

- I smoke I do not smoke

If employed, will you uphold the hospital smoking policy? Yes No

If employed, will you uphold the drug free workplace policy? Yes No

An application blank may make it difficult for you to adequately summarize your background. To assist us in finding the proper position for you use the space below to summarize any additional information necessary to describe your full qualifications for employment or future promotion. You may also attach a copy of your resume.

APPLICANT'S STATEMENT

I hereby give Tyler Healthcare Center the right to investigate my past employment, education and activities. I release from all liability all persons, companies and corporations who supply such information. I indemnify Tyler Healthcare Center against liability that might result from such an investigation. I understand that any False answer or statements or implications I might make in this application or in any other required document shall be considered sufficient cause to deny Employment or for discharge is already employed.

I also understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between Tyler Healthcare Center and myself for employment or for any benefit. I have received no promise regarding employment, and I understand that no such guarantee is binding on Tyler Healthcare Center unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any Time and that Tyler Healthcare Center has a similar right. My application may be referred to other Avera Health partner facilities.

If hired at Tyler Healthcare Center, prior to my first day of work I will be required to verify that I am either a U.S. citizen or a legal resident foreign national.

Date _____ Applicant's Signature _____

FOR HUMAN RESOURCES USE ONLY

Interviewed by	Remarks
Date	

Interviewed by	Remarks
Date	

EMPLOYMENT AGREEMENT

Starting Date and Time	Department	Job Title
Classification	Salary	Review Date
By		

TRANSFER AGREEMENT

Starting Date	Department	Job Title
Classification	Salary	Review Date
By		

An Equal Opportunity Employer



AUTHORIZATION

I hereby authorize my prior employers to provide such information concerning my employment with them as may be requested, and also authorize the Registrar / Placement Office of all educational institutions attended to release an official copy of my transcripts and, if available, faculty appraisals.

Applicant Signature _____ Date _____

Confidential Employee Reference Check

To: _____

Address: _____

City: _____ State: _____ Zip: _____

RE: _____
(Last) (First) (Maiden) (Social Security Number)

We are considering the above applicant for employment with us as a(n) _____

We would appreciate your completing the following questions and returning this form to us in the self-addressed stamped envelope at your earliest convenience. Any comments you make will be treated in the strictest confidence.

Below please rate the applicant with an "X" in appropriate column – Personal References: Use "Additional Remarks".

	Excellent	Good	Adequate	Poor	Comments
Attendance					
Cooperation, Flexibility, Initiative					
Effective Utilization of Time					
Interpersonal / Guest Relations					
Quality of Work					
Quantity of Work					
Technical Ability					
Overall Performance					

Date of Employment: From: _____ To: _____

Last Position Title: _____ Final Wage: _____

Reason for Leaving: _____

Would you rehire him/her? Yes No If no, explain: _____

Additional remarks: _____

Signature: _____ Title: _____ Date: _____

Please return to:
 Human Resources
 Tyler Healthcare Center
 240 Willow Street
 Tyler, MN 56178

Tyler Healthcare Center
Avera

Date: _____ Position(s) Applied For _____

Full-time: _____ Part-time: _____

EMPLOYEE SELF IDENTIFICATION FOR AFFIRMATIVE ACTION PROGRAMS:

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, gender, sexual orientation, national origin, age, marital, veteran status, disability, and status with regard to public assistance.

We comply with government regulations and affirmative action responsibilities. To help us comply with government record keeping and reporting requirements, please fill out the appropriate information. We appreciate your cooperation. Completion of this form is voluntary and the information provided will not be used or reviewed as part of your employment application.

Please Print:

Name: _____
First Middle Last

Address: _____
Street City State Zip Code

Phone: _____

Government agencies require periodic reports on the sex, disability, ethnicity, disability, and veteran status of applicants. This data is for analysis and affirmative action only. **Submission of any information is voluntary.**

Check One:

Male Female

Check One: Race/Ethnic Group

White Black Hispanic
 American Indian / Alaskan Native Asian/Pacific Islander

Check if any of the following apply:

Veteran of the Vietnam Era (served on active duty for a period of more than 180 days between August 5, 1964 and May 7, 1975 and discharged with other than dishonorable discharge).

APPLICANT REFERRAL FORM

(Please Print Clearly)

Applicant Name _____

Were you referred by a current Avera McKennan employee? Yes No
(Circle One)

If yes, employee's name

(Limit one employee per candidate)

Employee's position/department _____

(Applicant Signature)

(Date)

****All Referral Forms must be turned in with a completed application in order to be valid****

What is an Employee Referral?

Employees are our greatest asset and we reward our employees for helping us with the recruiting process.

Referrals provide incentives to employees for their assistance in helping us fill qualifying vacant positions with qualified, dependable individuals.

If hired, you may also earn cash incentives by referring your friends to rewarding careers at Tyler Healthcare Center.