

Dear Applicant:

On behalf of the residents and staff, welcome to Meadowood!

Meadowood is not only a place of employment, but also the home of our residents. All departments work very closely with the residents, and for that reason it takes a special kind of person to work here.

We look for people who will take pride in their jobs and who are willing to work as team players. Staff members need to be flexible, able to adjust to unexpected occurrences at a moment's notice.

We count on our staff to be dependable. Every position is important and an integral part of Meadowood. We are a 24-hour operation and residents and coworkers depend on us to be here when expected.

Meadowood has a lot to offer employees with:

- Health, dental ,vision, life and disability benefits for full-time employees
- 403(b) retirement plan for eligible full and part time employees
- Generous and flexible paid time off for eligible full and part time employees
- Coffee Shop serving three meals per day at better prices than local restaurants
- Educational inservice training provided on-site
- Regular employee parties and celebrations

We also consider it a benefit to work with such a fine group of residents and coworkers. The people who live and work here are very special and it is a privilege to see them every day. If you are selected to work here, we believe you would agree.

Good luck to you in the selection of your new workplace!

Sincerely,

Meadowood Employees

I have read and agree to the expectations of employees of Meadowood stated above.

Applicant signature/date

Please continue to complete the employment application ...

Meadowood is an Equal Opportunity Employer



3205 Skippack Pike, P.O. Box 670
Worcester PA 19490-0670

Application for Employment

1. Date of application: _____

2. Name: _____
(last) (first) (middle)

3. Address: _____

4. City/State/Zip: _____ Telephone: _____

5. Position Desired: _____

6. Education: Circle the highest grade completed.

1	2	3	4	5	6	7	8	9	10	11	12
Name/Address From							To	Grad. Date			

High School _____

College _____

Other _____

Special Training: _____

7. Skills: Please complete if applicable:

a. Registered Nurse Lic. #: _____ State: _____

b. Practical Nurse Lic. #: _____ State: _____

c. Other Licenses and #: _____ State: _____

d. Typing Speed: _____ WPM e. Shorthand Speed: _____ WPM

f. Computer knowledge/skills: _____

g. Other Skills: _____

9. Are you employed now? _____ Yes _____ No
If so, may we contact your present employer? _____ Yes _____ No

10. When would you be available to begin work if offered a position of employment? _____

11. Have you ever been employed by Meadowood? _____ Yes _____ No

12. Have you ever worked in a home for the aged or other health care facility?
_____ Yes _____ No Details: _____

13. Why are you interested in working for Meadowood? _____

14. How did you learn about employment possibilities with Meadowood? If you are responding to a newspaper ad, please provide newspaper and date of ad.

15. Are you interested in part-time work? _____ Yes _____ No
full-time work? _____ Yes _____ No
seasonal/temporary work? _____ Yes _____ No

If temporary or seasonal, please explain (include dates available):

16. Are there any hours during the day when you would not be available to work at Meadowood? If yes, please specify. _____

17. Are you available for evening and/or night shift? _____ Yes _____ No

18. Are you willing to work on weekends? _____ Yes _____ No
on holidays? _____ Yes _____ No

19. Have you ever had a problem involving absenteeism or lateness?
_____ Yes _____ No If yes, please explain _____

20. Have you ever been discharged from any place of employment? _____ Yes _____ No
If yes, give details: _____

20-a: Have you ever been dismissed from employment due to abuse of clients or residents? _____ Yes _____ No If yes, give details: _____

21. Have you been convicted of any of the offenses listed on the attached form, or do you have any history of violent crime?
_____ Yes _____ No If yes, please explain _____

22. Can you perform the essential functions of the position desired, as described in the job description (available from the community service associate)? _____ Yes _____ No

PLEASE READ CAREFULLY BEFORE SIGNING

I understand that all statements made here are subject to verification by Meadowood and I release, indemnify and hold harmless Meadowood from and against all liability which might result from making such a verification or investigation. I agree that the contents of this application form and related reports may be used by Meadowood in any manner it may wish. I further understand that misrepresentation of facts is sufficient cause for rejection of this application or discharge if I am later employed. I further understand that if I am under 18 years of age, and if I am hired, I must provide Meadowood with working papers when I report for work. I understand nothing contained in this application or in the granting of an interview is intended to create an employment contract between Meadowood and myself for either employment or for the granting of benefits. No promise or guarantee is binding upon Meadowood unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period, and that I have the right to terminate my employment at any time and that Meadowood retains a similar right. I also understand that any offer of employment is conditioned upon my successful completion of a physical examination. I further understand that for the first three months of employment I will be classified as a probationary employee and that I must satisfactorily complete a three month period of employment before I am classified as a regular employee and become entitled to the benefits of that classification. I understand that Meadowood has a no-smoking environment.

Date: _____

Signature: _____

Social Security No.: _____

(If you do not have a Social Security Number,
please apply for one immediately)

Forms-HR\Employment Application
Rev. 03-20-01

MEADOWOOD CORP.
ACKNOWLEDGEMENT BY
EMPLOYEES AND APPLICANTS

To help ensure a safe, healthy and productive work environment and to protect our employees, the company, its customers, and the general public at large, Meadowood has implemented a Drug and Alcohol Abuse Screening Program.

Testing shall be for the following reasons:

Pre-Employment. All applicants MUST pass a drug test to continue the hiring process.

Random. At least 33% of the workforce shall be selected during the course of a year for drug and/or alcohol testing.

Post Accident shall be conducted on employees who are injured and incur missed work days, and in the event there is damage to company property or other properties.

Reasonable Cause shall be conducted on employees suspected of abuse of drugs or alcohol.

All drivers of company vehicles with **Commercial Drivers Licenses** must be tested under the United States Department of Transportation mandates.

Employees and applicants who refuse to submit to a drug or alcohol test, or who attempt to, or alter a urine specimen when submitting one for a drug test shall be dismissed from or denied employment.

This company takes the abuse of drugs and alcohol seriously, and we intend to enforce our policy at all times. If any employee has a problem with abusing drugs and or alcohol, please report your problem to the Executive Director or the Director of Human Resources. All information will be kept confidential.

Please read the following and sign this acknowledgement. It must be turned in to your supervisor prior to your next work day.

I have read the MEADOWOOD Drug and Alcohol Abuse Policy, which includes Drug and Alcohol Testing procedures and I understand this policy. I agree that I will abide by this policy if and while employed at Meadowood, and if I violate this policy I am subject to immediate dismissal. If I fail a Pre-Employment drug test, I shall be denied employment with this company.

Employee/Applicant Print Name

Manager or Supervisor

Employee/Applicant Sign Name

Date: _____

Time: _____ AM-PM

THE MISSION OF MEADOWOOD

We are committed to provide a continuum of residential and health services to older adults in a gracious and active setting which promotes quality of life for all who are part of the Meadowood Lifecare Community.

CORE VALUES

In response to its mission, Meadowood pursues the following values:

- Dignity, compassion and respect toward all individuals
- Physical, financial and emotional security
- Quality and excellence through innovation and challenge at all levels
- Embraced opportunities for mutual learning and service
- High moral and ethical standards
- A holistic approach to meeting needs
- A high level of service and satisfaction
- Living and working in harmony through teamwork
- Quality outcomes and increased productivity resulting from joy, laughter, humor and fun

STATEMENT OF VISION

Meadowood strives to be an appealing, well-kept community that preserves and enhances its natural beauty. We anticipate change and respond to it with innovation, which enriches the overall health of the organization. We equip, educate and entrust staff to provide service with a “can-do” positive attitude, resulting in a high level of resident satisfaction and trust. We provide programs and services that incorporate developing concepts about the aging process that maximize personal independence and wellness. Meadowood offers a home-like, welcoming and invigorating environment that embodies the finest qualities of gracious country living and a passion for life.

Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997

Offense Code	Prohibitive Offense	Type of Conviction
CC2500	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft By Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft By Deception	1 Felony or 2 Misdemeanors
CC3923	Theft by Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft by Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft By Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3933	Unlawful Use of a Computer	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Documents by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses of Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene and Other Sexual Materials to Minors	Any
CC5903D	Obscene and Other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any
CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS13A36	Illegal Sale of Non-Controlled Substance	Felony
CS13A37	Designer Drugs	Felony

Produced By: April, 1988