

Application for Employment

PROPERTY OF:

VIDA Y SALUD-HEALTH SYSTEMS, INC.
308 S. Cesar Chavez Avenue
Crystal City, Texas 78839

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____/____/____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Telephone # () _____ Cell/Beeper/Other Phone # () _____ Social Security # _____

If you are under 18, and it is required, can you furnish a work permit? Yes No

If no, please explain _____

Have you ever been employed here before? Yes No

Are you legally eligible for employment in this country? Yes No

Date available for work ____/____/____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you able to meet the attendance requirements of the position? Yes No

Have you been convicted of a crime in the last seven (7) years? Yes No

If yes, please explain _____

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

Driver's license number, if driving is an essential job function _____ State _____

Employment History

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED	
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER FINAL \$ PER
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED	
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER FINAL \$ PER
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED	
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER FINAL \$ PER
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED	
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER FINAL \$ PER

Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying _____

Educational Background IF JOB-RELATED

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
		MAJOR	DEGREE	
HIGH SCHOOL				
COLLEGE				
OTHER				

References

NAME	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

As per Vida Y Salud-Health Systems, Inc.'s (VSHSI) Personnel Policies and Procedures, under Nepotism: No person shall be employed by VSHSI who is by blood relation (consanguinity) within the 3rd degree, or by marriage relation (affinity) within the 2nd degree, to any member of the board, or to another employee as per policy.

Is any member of your family presently employed at the health center or serves on the Board of Directors? Yes No
If yes, please provide name(s) _____

I UNDERSTAND THAT IF I AM EMPLOYED, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM THE EMPLOYER'S SERVICE, WHENEVER IT IS DISCOVERED.

I GIVE THE EMPLOYER THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS, EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION. I HEREBY RELEASE FROM LIABILITY THE EMPLOYER AND ITS REPRESENTATIVE FOR SEEKING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

THE EMPLOYER DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.

THIS APPLICATION IS CURRENT FOR ONE YEAR. AT THE CONCLUSION OF THIS TIME, IF I HAVE NOT HEARD FROM THE EMPLOYER AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY TO FILL OUT A NEW APPLICATION.

IF I AM HIRED, I UNDERSTAND THAT I AM FREE TO RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, AND THE EMPLOYER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, EXCEPT AS MAY BE REQUIRED BY LAW AND VSHSI PERSONNEL POLICIES AND PROCEDURES. THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION. I UNDERSTAND THAT NO REPRESENTATIVE OF THE EMPLOYER, OTHER THAN AN AUTHORIZED OFFICER, HAS THE AUTHORITY, TO MAKE ASSURANCES TO THE CONTRARY. I FURTHER UNDERSTAND THAT ANY SUCH ASSURANCES MUST BE IN WRITING AND SIGNED BY AN AUTHORIZED OFFICER.

I UNDERSTAND IT IS THIS COMPANY'S POLICY NOT TO REFUSE TO HIRE A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THAT PERSON'S NEED FOR A REASONABLE ACCOMMODATION AS REQUIRED BY THE ADA.

I ALSO UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date ____/____/____

**VIDA Y SALUD-HEALTH SYSTEMS, INC
EMPLOYMENT APPLICATION REFERENCE CHECK
AUTHORIZATION FORM**

I give Vida Y Salud-Health Systems, Inc. the right to contact and obtain information from all references, employers, educational institutions, and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability Vida Y Salud-Health Systems, Inc. and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

Applicant's Signature: _____

Applicant's Printed Name: _____

Date: _____

VIDA Y SALUD-HEALTH SYSTEMS, INC.

STANDARDS OF BEHAVIOR AGREEMENT

The purpose of this agreement is to commit to the highest standards of behavior at Vida Y Salud-Health Systems, Inc. (VSHSI). All VSHSI employees are responsible for the organization's success and ongoing service excellence. Employees must pledge to practice the following standards of behavior for the benefit of the organization and the community we serve.

I will commit to the following:

ATTITUDE: Each one of us controls our own attitude (How do we choose to react to it).

VSHSI must recruit, retain and reward people who make a positive difference in people's lives.

1. We will display an outstanding attitude. We will act in a professional manner at all times. Our appearance and actions reflect our competency and caring. No profanity or gestures anywhere on site. Adherence to the dress code.
2. We will make eye contact and acknowledge each person we pass in the hall ways, court yard. (even if we pass them 10 times a day). No grudges against one another will be tolerated.
3. We will sincerely keep a "Good attitude" by smiling, being friendly and courteous, saying "hello & goodbye, "Thank you for choosing VSHSI as your medical home."
4. We will not engage or listen to **negativity or gossip**. Remember listening without acting to STOP it is the same as participating.

RESPECT: We believe in treating each other with dignity and respect. Never compromise Integrity in order to command respect within our community.

5. We will identify ourselves as "Employees" for the benefit of our patients and visitors. We will wear our ID badges outside the attire and visible above the waist at all times.
6. Always knock before entering a room or an office.
7. When we are with a patient they will have our undivided and full attention and make them feel welcomed and special. We introduce ourselves, we show them respect by addressing the Mr. or Ms., and we will be at eye level when speaking with patients.
8. We will display compassion and empathy for all patients and Team Members. We will never criticize or use negative body language, and will conduct private conversations away from patient areas.
9. We will respect our environment keeping public areas clean, and contribute to keeping our center organized and safe. Maintaining a safe workplace through the adherence of safety and security protocols.

TEAMWORK: We as a group can collectively attain better results than individually.

10. We must help each other be accountable to our Mission & Values and Code of Conduct.
11. We will appropriately share information without violating confidentiality.

VIDA Y SALUD-HEALTH SYSTEMS, INC. STANDARDS OF BEHAVIOR AGREEMENT

12. We will not make “**Negative comments**” about our fellow team members’, workload , work habits or of the organization to patients ,or other team members, either at work or outside work and this includes through social media, instead we will take every opportunity, at all times, to speak positive of each other and the organization.
13. We will NEVER say “ **It’s Not My Job**” or “**We are Short staffed**”
14. If we make a mistake admit it, learn from it and let us move on to provide the best service possible. We will accept corrections in a positive manner.
15. We will look to help someone who needs it without being asked; when we need help we will not be afraid to ask for it.
16. We will go out of our way to make new staff feel welcomed and to support our team members during tough times.

CUSTOMER SERVICE: Our reputation is determined by our service and our work.

17. We seek to exceed patient expectations. “Is there anything else I can do for you?”
18. No personal cell phone use during work hours at your work station.
19. We will make VSHSI a respectful environment supporting and embracing diversity.
20. We will greet every lost patient or visitor and escort them personally to their destination. We will stay with them if needed until other staff attend to them and will be patient and tolerant to meet their needs.
21. **Telephone etiquette:** We will answer every department phone call within **2 rings or less** and with a smile in our voice. We will identify our department and ourselves and ask how we may help the caller. We will ask for permission to put callers on hold. Stay with the caller until they are transferred.
22. We will apologize and explain any delay in service or care that is longer than 15 minutes. Explain how long they may expect to wait, and what will happen upon completion.
23. We will anticipate patient’s needs & questions by explaining what’s going to happen and listen attentively to their concerns.
24. If we fail to meet patient’s needs we will immediately acknowledge it, apologize for it, and personally be sure we make amends for it.

CONTINUOUS IMPROVEMENT: We strive to recognize that everything we do is a process that can be improved, simplified or standardized.

25. We will seek all opportunities to improve our personal and professional skills in order to improve our competencies and develop leaders throughout the organization. We will support an environment of learning, participation and growth.
26. We measure what is important and recognize the value of teams to improve results.
27. We consider it an honor to be asked to serve on a Team, Committee and or work force.

**VIDA Y SALUD-HEALTH SYSTEMS, INC.
STANDARDS OF BEHAVIOR AGREEMENT**

- 28. We work to create efficient work sites in order to avoid spending our time repeatedly fixing problems and communicate effectively.
- 29. We seek out a blameless culture, yet not yield excuses, mediocrity, and carelessness.

FUN:

- We believe we can and should have fun at work. It's OK to laugh at oneself.
- We will recognize, reward, and celebrate our success
- We should try to make our job fun in order to enjoy being here.

I have reviewed Vida Y Salud-Health Systems, Inc. **"29 Standards of Behavior Agreement"** and as a Current Employee, or Potential Future Employee of this organization, agree to abide by these set standards as a condition of my employment.

Print Name

Signature

Date