

Applicant Instructions

Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register.](#)

Basic Job Search	
Keywords:	<input type="text"/>
Posted:	<input type="text" value="Last Month"/> ▼
<input type="button" value="Search"/> Advanced Search Search Tips	

Login	
User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/> Login Help Register Now	

Latest Job Postings					
<input type="button" value="First"/>		<input type="button" value="Previous"/>		<input type="button" value="Next"/>	<input type="button" value="Last"/>
Select	Location	Date	Job Title	Job ID	
<input type="checkbox"/>	South Bend, IN	11/18/2010	PHYSICAL THERAPY ASSISTANT	10826	
<input type="checkbox"/>	Athens, OH	11/09/2010	PHYSICAL THERAPY ASSISTANT	10824	
<input type="checkbox"/>	St. Elizabeth-ANC Home Care	11/06/2010	COTA, Full Time - Northern Kentucky	10796	
<input type="checkbox"/>	South Bend, IN	11/06/2010	CUSTOMER SUPPORT COORDINATOR	10810	
<input type="checkbox"/>	CornerStone-Blue Ash, OH	11/05/2010	Transitional Coach CornerStone	10809	
<input type="button" value="Save Jobs"/>					

Step	Action
1.	Find the job in which you would like to apply. Jobs are listed in the order of most recently posted → oldest. The list only displays five jobs at a time. In order to view the next five jobs, click the yellow 'Next' button. You can also click on the headers labeled 'Job Title', 'Job ID' or 'Location' to sort the list of job openings in order to ease your search.
2.	Once you have found a job that you would like to view the job description for, click on the job title to view additional information (see next screen shot).

Job Description

Job Title: CLINICAL TRAINER
Job ID: 10309
Location: Community Mercy Home Care, OH
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Email to Friend](#)

[Save Job](#)

[Apply Now](#)

[Return to Previous Page](#)

Org Marketing Statement

American Nursing Care began in 1976 when the first location was opened. Since that time, American Nursing Care has expanded to provide home care services from that one location to 21 locations throughout Ohio, Kentucky and Indiana. ANC also has two locations that provide staffing services in Ohio. ANC is proud to be accredited by The Joint Commission.

We are driven by our mission statement, "Our mission is to exceed the expectations of our customers, associates, and shareholders in the delivery of health care and support services in a way that a caring family provides". In addition, we are guided by our values of "Accountability, Compassion, Diversity, Integrity, Passion and Quality". Our People First philosophy supports our staff in delivering quality, compassionate care that makes a difference to all our clients and their families. One of our strategic pillars is to ensure our associates are treated respectfully, and to continually look for ways to partner with our associates in a positive work environment to achieve our goals.

Our associates are our number one asset; we have many associates who have been with us for 5, 10, 20 years and more. We look for associates with a positive, enthusiastic outlook who are committed to providing only the best to our clients, their families, and our communities. Join us, as we Exceed Expectations!

Responsibilities

Step	Action
3.	If after reading the job description, you would like to apply, click on the 'Apply Now' button.
4.	You will now be prompted to login or register. If this is your first time applying with us, you will need to register and create a User Name and Password. This will allow you to apply for other jobs without reentering everything on your application. (See next screen shot) Please Note: We recommend using an email address as your User Name as emails do not change frequently.

Login

You must login or register in order to continue. If you have not yet registered, [click here to Register](#).

Login	
User Name: <input type="text"/>	Password: <input type="password"/>
Login Login Help Register Now	

[Return to Previous Page](#)

Step	Action
5.	You will now be given three options of how to apply. Select one of the options and click Continue. If uploading a resume, you will be prompted to browse for your file. If you do not have a resume, choose the third option. This will take you to the 'My Profile' page to enter your contact information. Please Note: You must complete the entire application regardless of whether or not a resume is attached.

Resume Options

Please select one option. Note: Application must be completed regardless of resume being attached.

- Upload a new resume
- Copy and paste resume text
- Apply without using a resume

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Member Information

User Name: jessie backster
Password: [Change Password](#)
Preferred Method of contact: Not Specified

Step	Action
6.	Select your Preferred Method of contact .

Name

Name Format:
Name Prefix:
***First Name:**
Middle Name:
***Last Name:**
Name Suffix:

Step	Action
7.	Enter your LEGAL first and last name.

Address

Country:

Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:

Step	Action
8.	Enter your address including street address, city, state, zip and county.

Email Addresses

Primary Email Type:


Email Address: [Remove](#)

Step	Action
9.	If you chose 'Email' as your preferred method of contact, you must enter an email address. If you did not list email as your preferred method of contact, you may enter an email if you want to.
10.	Select your Primary Email Type
11.	Enter your email address.

Phone

Primary Phone Type:


Phone Number: Extension: [Remove](#)

Step	Action
12.	If you chose 'Phone' as your preferred method of contact, you must enter a phone number. If you did not list 'phone' as your preferred method of contact, you should still enter a phone number as this will be an additional way to contact you during the processing of your application.
13.	Select your Primary Phone Type
14.	Enter your phone number. Click the  button.

Step	Action
15.	You will now be directed to the application. The application has 8 sections to complete.


Preferences Section: Step 1 of 8


Preferences - Step 1 of 8

Desired Start Date: 


Are you willing to relocate? Yes No


Are you willing to travel? Yes No


If yes, how often? 


Regular/Temporary: 

Desired Work Days: Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Full/Part-Time: 



Desired Shift: 

Minimum Pay: Per: 

Currency Code: 

Desired Hours Per Week:

Geographic Preference

First Choice:  Second Choice: 

Comments

Step	Action
16.	Enter your desired start date.
17.	Answer the relocate and travel questions. If you are willing to travel, click the drop down box to indicate how often.
18.	Indicate days of the week that you are willing to work by checking the boxes (M-F is defaulted).
19.	Indicate if you are looking for full time or part time work (or either).
20.	Indicate if you have a preferred shift.
21.	Enter the minimum pay you are seeking and choose the frequency.
22.	Enter the number of hours per week you would like to work.
23.	Indicate your first and second choices of geographic preference.

Work Experience Section: Step 2 of 8

Work Experience - Step 2 of 8

You have not added any employment information to your new application.

[+ Add Work Experience](#)

Step	Action
24.	In this section, you will see the following link to enter your work history. Click on the + Add Work Experience link. Please Note: We require the last 5 years or 5 employers – whichever is GREATER.
25.	You will now see the following area to begin entering your work history. Start with your most recent employer first.

The screenshot shows a web form titled "Enter Employment Details". The form contains the following fields and controls:

- Start Date:** A date input field with a calendar icon.
- End Date:** A date input field with a calendar icon.
- Employer:** A text input field.
- Ending Job Title:** A text input field.
- Telephone:** A text input field.
- Comments:** A large text area with a scroll bar and a blue arrow icon.
- Starting Pay:** A text input field.
- Pay Frequency:** A dropdown menu currently set to "Month".
- Ending Pay:** A text input field.
- Supervisor Name:** A text input field.
- Avg Hours/Week:** A radio button followed by a text input field.
- Reason for Leaving:** A text input field.
- Work Performed:** A large text area with a scroll bar and a blue arrow icon.

Step	Action
26.	Enter the Start Date of this employer.
27.	Enter the End Date if this employment has ended. If it is your present employer, you can leave this field blank.
28.	Enter the Employer name.
29.	Enter your most recent/current job title.
30.	Enter the employer's telephone number.
31.	Enter any comments you would like to share about this employer or your experiences there.
32.	Enter your starting and ending pay and frequency.
33.	Enter your most recent/current rate of pay.
34.	Enter your current supervisor's name.
35.	Enter your average hours per week at this employer.
36.	Enter your reason for leaving. If you do not wish to leave this employer, please write 'N/A'.
37.	Enter the major job duties you perform(ed) while working there.

Address

Country:

Address 1:

Address 2:

Address 3:

City: **State:**

Postal:

County:

Step	Action
38.	Enter the address of this employer including street address, city, state, zip code and county.
39.	If you have more employers to enter, click the Save & Add More . This will save this employer and clear the entry to allow you to enter your next employer by repeating steps 26-39.
40.	When finished entering all employers, click the Save & Return button.

Education Section: Step 3 of 8

Education History - Step 3 of 8

Highest Education Level:

To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.


Post-Secondary Education


You have not added any education information to your application.


[+ Add Post-Secondary Education History](#)


Step	Action
41.	Click on the drop down box next to Highest Education Level to indicate the highest level of education you have achieved.
42.	If you would like to indicate where you went to school (college), click on the + Add Post-Secondary Education History link. This will open up the following screen.


Enter Post-Secondary Education Details

Country: 

State: 


*School:  Other:

*Major:  Other:

*Degree: 

Average Grade:

Graduated

Date Issued: 

Educator:

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Step	Action
43.	Click on the drop down box next to Country to indicate the country.
44.	Click on the drop down box next to State to indicate the state where the college/university is located.
45.	Click on the drop down box next to School to view a list of schools located in that state.
46.	Click on the drop down box next to Major . Select the option “Click here to bypass”
47.	Click on the drop down box next to Degree to view a list of degrees offered,
48.	If you have additional schools to enter, click the <input type="button" value="Save & Add More"/> button and repeat steps 44-48.
49.	Once you are finished, click on the <input type="button" value="Save & Return"/> button.

Licenses and Certificates Section: Step 4 of 8

Licenses and Certificates - Step 4 of 8

You have not added any licenses or certificates to your application.

[+ Add Licenses and Certificates](#)



Step	Action
50.	If you have any clinical licensures or certifications, click on the + Add Licenses and Certificates link. This will open up the following screen.

License or Certificate Details

*License/Certificate

Issued By:

License/Certification Number:

Date Issued:  Expiration Date 

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Step	Action
51.	Click on the drop down box next to License/Certificate box to select the appropriate license/certificate from our list.
52.	Enter who issued the license/certificate.
53.	If applicable, enter your license/certificate number.
54.	Enter the Date Issued.
55.	Enter the Expiration Date.
56.	If you have additional licenses/certificates to enter, click the <input type="button" value="Save & Add More"/> button and repeat steps 52-56.
57.	Once you are finished, click on the <input type="button" value="Save & Return"/> button.

Languages Section: Step 5(a) of 8

Languages - Step 5(a) of 8

You have not added any languages to your application.

[+ Add Languages](#)

Step	Action
58.	If you speak any foreign languages, click on the + Add Languages link. This will open up the following screen.

Enter Language Details

*Language:

Speaking Proficiency:

Reading Proficiency:

Writing Proficiency:

Step	Action
59.	Click on the drop down box next to the Language box to select the language you would like to add. Select the language you wish to add.
60.	Indicate your speaking, reading and writing proficiency of this language.
61.	If you have additional languages to enter, click the Save & Add More button and repeat steps 60 & 61.
62.	Once you are finished, click on the Save & Return button.

Skills Section: Step 5(b) of 8

Skills	
Competency	Proficiency
Sound Clinical background	<input type="text"/>
Computer Literacy	<input type="text"/>
Mentor	<input type="text"/>

Step	Action
63.	Depending on the position you are applying for, you may see a section labeled 'Skills' like the one above.
64.	For each competency listed, click on the drop down arrow to rate yourself on the proficiency of that particular competency.

References Section: Step 6 of 8

References
You have not added any references to your application.
+ Add Reference

Step	Action
65.	In this section you can add names and contact information for anyone you would like to list as a professional reference.
66.	Click on the + Add Reference link to add any professional references to your application. This will open a new window.

Enter Reference Details

'Reference Type: Professional

'Reference Name:

'Title:

Employer:

Telephone:

Address

Country: United States

Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:

Step	Action
67.	Enter the reference name.
68.	Enter their title/occupation
69.	Enter their employer.
70.	Enter a telephone number while the reference can be reached.
71.	If known, enter the reference's address information including street address, city, state, zip code and county.
72.	If you have additional references to enter, click the Save & Add More button and repeat steps 68 - 72.
73.	Once you are finished, click on the Save & Return button.

Application Questionnaire Section: Step 7 of 8

Application Questionnaire - Step 7 of 8

Do you have at least one year of hospital nursing experience?

Yes Explanation

No

Do you have experience in performance improvement philosophies and measurement systems?

Yes Explanation

No

Do you have two years of home care nursing experience?

Yes Explanation

No

Do you have thorough knowledge and understanding of home care regulatory requirements?

Yes Explanation

No

Do you have OASIS certification or are you willing to obtain alternate certification (OASIS) within the first two years of employment?

Yes Explanation

No

Step	Action
74.	Answer each question honestly. When appropriate, type in an explanation.

Referral Section: Step 8 of 8

Referral Information - Step 8 of 8

How did you find out about the

job?

SubSource


Specific Referral Source:

Are you a former employee? Yes No

Step	Action
75.	Click on the drop down list next to the “How did you find out about the job?” question.
76.	Choose the most appropriate option as to how you were referred to our company. You can also list a specific referral source if you want.

Step	Action
77.	Answer the question “Are you a former employee?”
78.	You are now ready to submit your application.

Submitting the Application

Step	Action
79.	Click the  button at the bottom of the application. This will take you to the terms and agreements page.

Submit Online Application

Terms and Agreements

Under Ohio Senate Bill 160 we can not employ any individual involved in direct care to adults age 60 and over or to children ages 18 and under who has a conviction for or who has a guilty plea to any of the following:

Abduction (2905.02), Adulteration of Food (3716.11), Aggravated Assault (2903.12), Aggravated Burglary (2911.11), Aggravated Menacing (2903.21), Aggravated Murder (2903.01), Aggravated Robbery (2911.01), Assault (2903.13), Burglary (2911.12), Extortion (2905.11), Felonious Assault (2903.11), Felonious Sexual Penetration (2907.12), Gross Sexual Imposition (2907.05), Illegal Use of a Minor in Nudity-Oriented Material or Performance (2907.323), Improperly Discharging a Firearm/Habitation or School (2923.161), Insurance Fraud (2913.47), Involuntary Manslaughter (2903.04), Kidnapping (2905.01), Medicaid Fraud (2913.40), Medicare Fraud (Federal offense), Murder (2903.02), Pandering Obscenity Involving a Minor (2907.321), Pandering Sexually-Oriented Matter Involving a Minor (2907.322), Patient Abuse or Neglect (2903.34), Rape (2907.02), Robbery (2911.02), Sexual Battery (2907.03), Voluntary Manslaughter (2903.03)

I have read and understand the Ohio Senate Bill 160 rules as stated above.

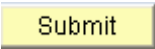
By my check mark below, I indicate that I understand that a conviction includes, without limitation, pleading guilty, pleading no contest, or having a finding of guilt. Employment will not be denied solely because of a conviction record, unless required by law.

I understand, if employed, any misleading or false information appearing on my application or given in an interview may result in dismissal. I understand I am required to abide by all rules and regulations of CHS. I have not knowingly withheld any information which would affect my consideration for employment. I authorize all persons, schools, companies, corporations, credit bureau and law enforcement agencies to supply information concerning my background. I release the aforementioned from all liability in providing any type of reference information. I understand neither this document nor any handbooks or written policies promulgated by CHS constitute a contract of employment. If employed, my employment with CHS is at will and may be terminated at any time, with or without cause, by CHS or me, unless a specific document to the contrary is executed by CHS executive management and me in writing. If offered a position, my employment may be contingent upon passing a skills test, a physical examination including a TB test (or x-ray if TB test is positive), a strength and agility test, a drug screening and satisfactory employment references. I understand I will not be excluded from employment on the basis of a physical examination unless the examination reveals a physical condition which prevents me from performing the essential functions of the job.

It is the policy of Consolidated Health Services (CHS) to provide equal employment opportunity without regard to race, color, creed, religion, sex, age, national origin, ancestry, disability, veteran status or any other protected status.


I agree to these terms I do not agree to these terms

Step	Action
80.	Read the information provided in this section carefully.
81.	After reading the information, click on the bubble next to “I agree to these terms”. This will act as your electronic signature that acknowledges that you are aware and agree to comply with the statements above.
82.	After clicking on the bubble, another Submit button will appear.


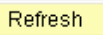
Step	Action
83.	Click on the  button.
84.	You will now see the following screen.





[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)


My Applications

 You have successfully submitted your job application.

My Applications

Display applications from:  

 First
  Previous
 | Next
  Last
 

	Application	Status	Application Date
	CLINICAL TRAINER	Applied	03/08/2010 4:52PM

Step	Action
85.	Congratulations. You have now successfully completed your online application.
86.	If you provided us with a valid email address, you will receive an automated message verifying that your application was submitted successfully.
87.	If your qualifications meet our 'Hire the Best' criteria, you will be contacted by our recruiter.