

Applicant Instructions

Careers

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

<div style="background-color: #2e4a85; color: white; padding: 2px;">Basic Job Search</div> <div style="padding: 5px;"> Keywords: <input style="width: 90%;" type="text"/> Posted: Last Month ▼ </div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"> Search Advanced Search Search Tips </div>	<div style="background-color: #2e4a85; color: white; padding: 2px;">Login</div> <div style="padding: 5px;"> User Name: <input style="width: 90%;" type="text"/> Password: <input style="width: 90%;" type="password"/> </div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"> Login Login Help Register Now </div>
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Click headers to sort!

Latest Job Postings				
◀◀ First ◀ Previous Next ▶ Last ▶▶				
Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	02/26/2010	CLINICAL TRAINER	10309	Community Mercy Home Care, OH
<input type="checkbox"/>	02/12/2010	REGISTERED NURSE	10317	American-Mercy Home Care, OH
<input type="checkbox"/>	02/10/2010	CERTIFIED NURSE AIDE	10314	Cincinnati Staffing, OH
<input type="checkbox"/>	02/10/2010	CERTIFIED NURSE AIDE	10241	Cincinnati Staffing, OH
<input type="checkbox"/>	02/09/2010	RN-Optional	10306	Dayton, OH
Select All Deselect All Save Jobs Apply Now				

Apply now without adding a job

— Do Not Use

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 ‘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.	Please DO NOT use the ‘Apply now without adding a job’. Doing this will not link you to any of our job openings and your application may not get reviewed in a timely manner. Please find a job from the list to apply.
3.	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
4.	If after reading the job description, you would like to apply, click on the 'Apply Now' button.

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 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.

Resume Options	
How would you like to proceed?	
<input type="radio"/>	Upload a new resume
<input type="radio"/>	Copy and paste resume text
<input type="radio"/>	Apply without using a resume

Step	Action
6.	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.

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 <input type="button" value="v"/>

Step	Action
7.	Select your Preferred Method of contact .

Name	
Name Format:	<input type="text" value=""/> <input type="button" value="v"/>
Name Prefix:	<input type="text" value=""/> <input type="button" value="v"/>
*First Name:	<input type="text" value=""/>
Middle Name:	<input type="text" value=""/>
*Last Name:	<input type="text" value=""/>
Name Suffix:	<input type="text" value=""/> <input type="button" value="v"/>

Step	Action
8.	Select 'English' for your Name Format . Please note: Failure to do this will result in an error that reads "Country must be specified to enter a name" .
9.	Enter your first and last name.

Address

Country:

Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:

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

Email Addresses

Primary Email Type:


Email Address: [Remove](#)

Step	Action
11.	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.
12.	Select your Primary Email Type
13.	Enter your email address.

Phone

Primary Phone Type:


Phone Number: Extension: [Remove](#)

Step	Action
14.	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.
15.	Select your Primary Phone Type
16.	Enter your phone number. Click the  button.

Step	Action
17.	You will now be directed to the first page of the application.


Preferences Section


Preferences

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
18.	Enter your desired start date.
19.	Answer the relocate and travel questions. If you are willing to travel, click the drop down box to indicate how often.
20.	Indicate days of the week that you are willing to work by checking the boxes (M-F is defaulted).
21.	Indicate if you are looking for full time or part time work (or either).
22.	Indicate if you have a preferred shift.
23.	Enter the minimum pay you are seeking and choose the frequency.
24.	Enter the number of hours per week you would like to work.
25.	Indicate your first and second choices of geographic preference.
26.	Please Note: DO NOT CLICK THE SUBMIT BUTTON HERE! Click the 'Next' button located at the top or the bottom of the page. This will take you to the next page of the application. Note: You may need to scroll up to the top of the page.

[Careers Home](#)

Work Experience Section

Step	Action
27.	At the top of the page, you will see the following link to enter your work history. Click on the + Add Work Experience link.

Work Experience

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

[+ Add Work Experience](#)

Step	Action
28.	You will now see the following area to begin entering your work history. Start with your most recent employer first.

Enter Employment Details

*Start Date:

End Date:

*Employer:

*Ending Job Title:

Telephone:

Comments:

Starting Pay: Pay Frequency:

Ending Pay:

Supervisor Name:

Avg Hours/Week: Reason for Leaving:

Work Performed:

Step	Action
29.	Enter the Start Date of this employer.

Step	Action
30.	Enter the End Date if this employment has ended. If it is your present employer, you can leave this field blank.
31.	Enter the Employer name.
32.	Enter your most recent/current job title.
33.	Enter the employer's telephone number.
34.	Enter any comments you would like to share about this employer or your experiences there.
35.	Enter your starting pay and frequency.
36.	Enter your most recent/current rate of pay.
37.	Enter your current supervisor's name.
38.	Enter your average hours per week at this employer.
39.	Enter your reason for leaving. If you do not wish to leave this employer, please write 'N/A'.
40.	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
41.	Enter the address of this employer including street address, city, state, zip code and county.

[Return to Previous Page](#)

Step	Action
42.	If this is the only employer you have to add, click the Save & Return button to return to the application.
43.	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 29-41.
44.	When finished entering all employers, click the Save & Return button.

Education Section

Education History

Highest Education Level:

To add a primary or secondary school, click the Add Primary or Secondary Education History hyperlink below Primary/Secondary School Education. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding Primary/Secondary School Information.

Primary/Secondary

You have not added any primary or secondary education information to your application.

[+ Add Primary and Secondary Education History](#)

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.

Step	Action
45.	Click on the drop down box next to Highest Education Level to indicate the highest level of education you have achieved.
46.	If you would like to indicate where you went to school, click on the + Add Primary and Secondary Education History link. This will open up the following screen.

Enter Primary or Secondary Education Details

Country:

School Type:

***School:** **Other:**

State:

Level Achieved:

***Date Acquired:**

Average Grade: **Completed**

Step	Action
47.	Click on the drop down box next to Country to indicate the country.

Step	Action
48.	Ignore the School Type.
49.	In the Other box, type the name of the school you attended.
50.	Ignore the State box.
51.	Indicate your level achieved.
52.	Enter the date you graduated.
53.	If you have additional schools to enter, click the Save & Add More button and repeat steps 47-52.
54.	Once you are finished, click on the Save & Return button.

Licenses and Certificates Section

Licenses and Certificates

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

[+ Add Licenses and Certificates](#)


Step	Action
55.	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 

Step	Action
56.	Click on the magnifying glass next to License/Certificate box to search for the appropriate license/certificate from our list. When you find it, click on it to add it to the box.
57.	Enter who entered the license/certificate.
58.	If applicable, enter your license/certificate number.
59.	Enter the Date Issued.
60.	Enter the Expiration Date.
61.	If you have additional licenses/certificates to enter, click the Save & Add More button and repeat steps 56-60.

Step	Action
62.	Once you are finished, click on the Save & Return button.

Languages Section


Languages

You have not added any languages to your application.

[+ Add Languages](#)

Step	Action
63.	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
64.	Click on the magnifying glass next to the Language box to select the language you would like to add. Click on the language you wish to add.
65.	Indicate your speaking, reading and writing proficiency of this language.
66.	If you have additional languages to enter, click the Save & Add More button and repeat steps 64 & 65.
67.	Once you are finished, click on the Save & Return button.

Skills Section

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

Step	Action
68.	Depending on the position you are applying for, you may see a section labeled 'Skills' like the one above.

Step	Action
69.	For each competency listed, click on the drop down arrow to rate yourself on the proficiency of that particular competency.
70.	Next, you will see a section called 'Application Questionnaire' (see next page).

Application Questionnaire Section

Application Questionnaire

Have you ever been convicted of a Felony?

Yes

No

Have you ever been convicted of a misdemeanor? -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

Yes

No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? -(Proof of employment eligibility will be required upon employment).

Yes

No

Have you ever filed an application here before?

Yes

No

Have you ever been employed at Trihealth (Bethesda and Good Samaritan of Cincinnati,OH)?

Yes

No

Are you currently employed?

Yes

No

Have you ever been terminated from a job or asked to resign?

Yes

No

Do you have a minimum of three (3) years related experience?

Yes

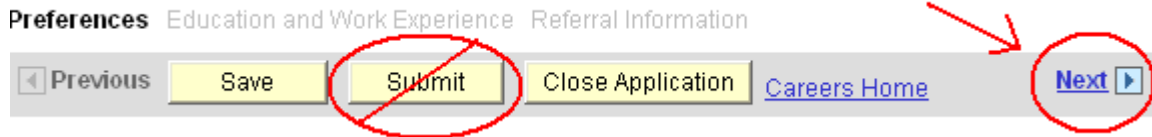
No

Do you have medical records experience?

Yes

No

Step	Action
71.	Answer each question honestly.
72.	Please Note: DO NOT CLICK THE SUBMIT BUTTON HERE! Click the 'Next' button located at the top or the bottom of the page. This will take you to the next page of the application. Note: You may need to scroll up to the top of the page.



Referral Section

Referral Information

How did you find out about the job?

SubSource

Specific Referral Source:

Are you a former employee? Yes No

Step	Action
73.	Click on the drop down list next to the "How did you find out about the job?" question.
74.	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.
75.	Answer the question "Are you a former employee?"
76.	Please Note: DO NOT CLICK THE SUBMIT BUTTON HERE! Click the 'Next' button located at the top or the bottom of the page. This will take you to the next page of the application. Note: You may need to scroll up to the top of the page.



References Section

References

You have not added any references to your application.

[+ Add Reference](#)

Step	Action
77.	In this section you can add names and contact information for anyone you would like to list as a professional reference.
78.	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:

*Reference Name:

*Title:

Employer:

Telephone:

Address

Country:

Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:

Step	Action
79.	Enter the reference name.
80.	Enter their title/occupation
81.	Enter their employer.
82.	Enter a telephone number while the reference can be reached.
83.	Enter the reference's address information including street address, city, state, zip code and county.

Step	Action
84.	If you have additional references to enter, click the Save & Add More button and repeat steps 79-83.
85.	Once you are finished, click on the Save & Return button.
86.	You are now ready to submit your application.

Submitting the Application

Step	Action
87.	Click the Submit button. 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
88.	Read the information provided in this section carefully.
89.	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.

Step	Action
90.	After clicking on the bubble, another Submit button will appear.
91.	Click on the  button.
92.	You 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:

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

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