



## EMPLOYMENT APPLICATION NOTICE

Thank you for your interest in employment with Weiser Memorial Hospital.

### Criteria for being considered a WMH job applicant is as follows:

- **Must apply for a posted position.**
- **Must follow our written application procedures (below).**
- **Must meet minimum qualifications indicated on the job posting.**
- **Must not have withdrawn from consideration.**

To remain in compliance with federal regulations, every application received at Weiser Memorial Hospital will be documented and all applicants surveyed for their race, sex, disability and veteran status. For these reasons, the following employment application notice has been adopted by Weiser Memorial Hospital.

1. Applications are required for all open positions. Although an applicant may submit a resume along with his/her application, incomplete applications will not be considered.
2. Applications will be accepted only when there is an open and/or posted position.
3. Unsolicited resumes and/or applications will not be retained or considered. All unsolicited resumes and applications will receive an "Unsolicited Resume Response Letter", along with a copy of this notice.
4. All applicants must specify the job for which they are applying. For example, applicants may not indicate "any job" or "clerical" on the application form. These applications will not be retained or considered and will be placed in an inactive file.
5. If you wish to apply for more than one open position, a separate application is required for each.
6. Enclosed with the application is a Self-Identification Form. This form is optional. All information provided on the questionnaire will remain confidential and will not be used in the selection process. Refusal to provide information will not subject an applicant to any adverse treatment.
7. All applications are initially screened in the Human Resources Department to determine whether the applicant meets the minimum qualifications as stated on the open position's job description. Meeting the minimum qualifications does not guarantee an interview.
8. Job descriptions are available from the Human Resources Department and should be reviewed prior to application for an open position. Job descriptions list the essential functions of the job. The hospital will make reasonable accommodations in the application process if needed.

#### Human Resources Offices

360 E. Liberty, Suite B

Weiser, ID 83672

Phone: (208) 549-4453 Fax: (208) 414-3079

Mission: Provide High Quality Healthcare for our Community

Vision: Be the Preferred Choice for Healthcare

Values: Integrity\*Compassion\*Excellence

APPLICATION NOTICE CONTINUED



9. After the initial screening, all applications are placed in the respective open job file for the hiring manager/supervisor to review. Following review, those candidates who are to be further considered for the open position will be contacted by telephone for an interview.
10. Only qualified candidates contacted for an interview will receive formal communication.
11. Weiser Memorial Hospital conducts reference checks on all qualified candidates before extending a job offer. Academic/degree and license verification may also be conducted at this time based on the position requirements.
12. All employment offers are contingent upon the results of a criminal background investigation and drug screening.
13. Applications remain active only until the open position applied for is filled or removed. If applicants wish to be considered for any other open position, it will be necessary to complete a new application.

**If you have any questions, please call the Human Resources Office at (208) 549-4453 or (208) 549-4413.**

Weiser Memorial Hospital is an equal opportunity employer offering our employees a drug, alcohol, and tobacco free environment.

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