



**LOCH LOMOND VILLA, INC.**  
185 Loch Lomond Road  
Saint John, NB, E2J 3S3  
Telephone: (506) 643-7175 Fax: (506) 643-7198  
www.lochlomondvilla.com

Dear Applicant:

Thank-you for your interest in pursuing employment with Loch Lomond Villa.

Attached you will find the Loch Lomond Villa Employment Application.

**To be considered for employment you must:**

- Complete the entire Loch Lomond Villa Employment Application form, all pages.
- Attach a copy of your most recent resume.
- A minimum completion of Grade 12 is required for employment at Loch Lomond Villa. Please attach a copy of your high school diploma/GED transcript and/or Certificate of Completion from any post-secondary institution.
- In order to be considered for a position of Resident Attendant, verification of the completion of the Personal Support Worker Program through either Community College or Eastern College is required.
- If applicable:* attached a copy of your current registration from your Licensing body ie. RN's, LPN's etc.

**Incomplete application packages may not be considered for positions that may become available.**

Applications will be kept on file for a period of six months. If a position becomes available during that time, we review applications on file for potential applicants. Only those selected for interviews will be contacted. You may resubmit your application after the six month period has expired. All applications are destroyed six months after received.

Thank you again for your interest in Loch Lomond Villa. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Mrs. Bev Wilkins  
Executive Assistant  
Loch Lomond Villa, Inc.  
Tel: (506) 643-7130  
Email: bwilkins@lochlomondvilla.com



## LOCH LOMOND VILLA EMPLOYMENT APPLICATION

Loch Lomond Villa collects this information for purposes of processing and considering your application for employment. We will use this information only for these purposes and will not disclose your personal information unless authorized by you or as permitted by law.

All applications are destroyed six months after the date received.

Date Submitted:		
Last Name:	First Name:	Middle Initial
Address:		
City:	Prov:	Postal Code:
Telephone:	Cell:	
Email:		

- Have you reached legal working age?  Yes  No
- Are you legally entitled to work in Canada?  Yes  No
- Have you ever been convicted of a criminal offence?  Yes  No
- Do you speak any languages other than English?  Yes  No
- If yes, please identify which languages you speak: \_\_\_\_\_

### AVAILABILITY

Position(s) Desired:	<input type="checkbox"/> Nursing Care (RN, LPN, PSW) <input type="checkbox"/> Activity Coordinator <input type="checkbox"/> Country Store <input type="checkbox"/> Home Support Worker	<input type="checkbox"/> Environmental Services (Hskp/Laundry) <input type="checkbox"/> Nutrition Services <input type="checkbox"/> Hair Care	<input type="checkbox"/> Maintenance <input type="checkbox"/> Administration/Clerical <input type="checkbox"/> Catered Living Worker	
Available for:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Summer
Date Available:				
Have you previously been employed by Loch Lomond Villa?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dept:	Dates:	
Do you have any friends or relatives employed by Loch Lomond Villa? If Yes, please list				
NAME	RELATIONSHIP	DEPT	NUMBER OF YEARS KNOWN	
How did you find out about this job?	<input type="checkbox"/> Staff Referral	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Radio Advertisement	<input type="checkbox"/> Social Media/Internet
	<input type="checkbox"/> Family/Friend	<input type="checkbox"/> University/School	<input type="checkbox"/> Job Bank	<input type="checkbox"/> Other
Computer Skills		Beginner	Proficient	Expert
	Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Key boarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EDUCATION	EMPLOYMENT AT LOCH LOMOND VILLA, INC. REQUIRES A MINIMUM OF THE COMPLETION OF GRADE 12. CONFIRMATION OF COMPLETION MAY BE REQUESTED.			
	Name of Institution	Field of Study	Degree/Diploma Received	Year Obtained
High School				
Post-Secondary Education				
Post Graduate				
Special Courses				

License/Registrations held: \_\_\_\_\_

**EMPLOYMENT HISTORY**  
List previous employment beginning with present or last employer.

Current Employer Name:		Phone:	
Address:		Reason for Leaving:	
Position(s) held:	From (M/Y)	To (M/Y)	
Duties, responsibilities:			
Supervisor:		May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer Name:		Phone:	
Address:		Reason for Leaving:	
Position(s) held:	From (M/Y)	To (M/Y)	
Duties, responsibilities:			
Supervisor:		May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**SCHEDULES & HOURS OF WORK**

As our Home operates 24 hours per day, seven days per week, it is essential that we provide staffing coverage to meet this need. Our philosophy of care dictates that our staffing schedules provide as much consistency for our residents as possible.

Do you realize it may be necessary for you to work weekends, holidays, or rotation shifts?  Yes  No

Do you understand that due to the nature of the services we provide, an exceptional record of attendance, promptness and dependability are required of all Loch Lomond Villa employees?  Yes  No

Do you have a shift preference? We have many shifts available.  
 Days (7:00 am – 3:00 pm)       Evenings (3:00 pm – 11:00 pm)       Nights (11:00 pm – 7:00 am)

Do you have a rotation preference? (i.e. can only work Tuesdays and Fridays or can only work weekends).

REFERENCES			
NAME & OCCUPATION	ADDRESS	TELEPHONE	YEARS KNOWN

**PLEASE READ EACH STATEMENT AND INITIAL IN THE BOX PROVIDED BEFORE SIGNING**

- This application is valid for six months only from date of receipt.
- I hereby certify that the facts set forth in this application for employment are true and complete. I understand that falsification and omission of facts shall be sufficient cause for dismissal should I be employed.
- I authorize Loch Lomond Villa to investigate the statements made above and to contact my former employers and references submitted unless otherwise stated with reasons.
- I understand that all employees are covered by Loch Lomond Villa's insurance and bonding policies and it is my responsibility to continue to be bondable.
- I understand that it is a condition of employment that I adhere to the Mission, Vision, Values, Policies, Procedures and Code of Conduct of Loch Lomond Villa regarding all matters of the said organization.
- I understand that Loch Lomond Villa promotes a healthy living and work environment which includes a **smoke free and scent reduced environment** within the facility as well as on all Loch Lomond Villa property (including vehicles parked on Loch Lomond Villa property).
- I realize that should I be hired, I may be required to work with and care for animals such as birds, fish, cats and dogs as well as plants.
- I realize that should I be hired, during the course of my duties at Loch Lomond Villa, any information regarding residents or staff which I may see, read or hear, is confidential and I recognize my responsibility to maintain confidentiality.
- I understand that it may be necessary to work weekends, holidays, or rotation/split shifts.
- I understand that due to the nature of the services provided by Loch Lomond Villa, an exceptional record of attendance, promptness and dependability are required.
- I understand that as a condition of employment and before an offer of employment is made, the following criteria must be met: I will be required to complete a Criminal Record /Vulnerable Persons Check; completion of a Social Development Check; a Pre-Employment Medical must be submitted and a current Standard First Aid certificate provided.
- I understand that any fees associated with the above required tests are my sole responsibility.
- I agree to give Loch Lomond Villa the required period of notice should I wish to terminate my employment.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_