

Dear Applicant,

Thank you for your interest in Messiah Village. We are committed to finding individuals who demonstrate compassion for elders, exhibit integrity in their work, and who are all-around team players. Our dedication to providing an environment in which our residents are proud to live and our team members are proud to work is of utmost importance.

Please take your time in completing the attached application, providing us with as much information as required. We would also like to bring to your attention that our consideration of your employment with us is contingent upon completion of the following items:

- Fully completed application, including references.
- If offered the position, you are required to present two forms of identification.
- If you are hired, it is mandatory that you participate in Direct Deposit of your paycheck to any bank of your choice.
- New Hire paperwork, Tuberculin Skin Test, pre-employment physical including a drug test and a criminal background check are all required to be completed prior to attending new hire orientation. (Some positions may also need to complete a functional capacity test and child abuse history clearance.)
- You will also need to provide us with a copy of licenses and/or certifications that might be applicable for your position. If you are applying for any position in Assisted Living, you must also provide a high school diploma or equivalent.
- Applicants are required to attend a **one-day** new hire orientation before starting in their department. Any exceptions for not attending the regular orientation must be approved by the Human Resources Department.

It is very important to us and to you that Messiah Village is the right place for you. Starting with the application process and proceeding through orientation, we have an active process to continuously evaluate your skills and talents to make sure you are a good match for the Village. We hope that you will evaluate us just as vigorously and let us know of any areas you feel need improvement.

Again, thank you for your interest in Messiah Village. After reviewing your application, if you are selected for an interview you will be contacted by our Staffing Manager within approximately two weeks.

Sincerely,

The Human Resources Department