

APPLICATION FOR Wesley CNA Academy

Winter (March 5th-April 18th) 2019

INSTRUCTIONS FOR NAC PROGRAM APPLICATION:

1. Please complete all of the attached forms (including background check) and leave them with our receptionist or mail them in.

Wesley Homes Health Center
Attn: Michael Couch
1122 S 216th St Des Moines, Wa 98198
206-870-1392

2. The application and exam will be reviewed by the CNA Program Director for consideration
3. You must attend an information session in order to take a brief test, complete a background check authorization and sign up for an interview. If you do not attend an information session you will not be offered an interview or considered for the program.

Info Session: 816 S 216th St Des Moines, Wa, 98198.

Enter main entrance of Terrace Building and turn left to find classroom.

Info Session #	Date & Time
1	02/04/2019 @ 5pm
2	02/12/2019 @ 5pm
3	02/19/2019 @ 5pm

Name of applicant: _____

Will Attend Info Session # (circle one): 1 2 3

Background check instructions:

- 1) Click this link, then follow the directions on the form. <https://fortress.wa.gov/dshs/bcs/>
- 2) When complete, follow the prompt that says, "email your name and confirmation number to the person or entity requesting the background check" Please email **MCouch@wesleyhomes.org** the confirmation number for the background check and your date of birth.

OFFICE USE ONLY

Date Received: _____

Information Session Attended _____

Interview Scheduled for: _____ at: _____

Test Taken, Score Received: _____

Background Check # & DOB: _____

Incomplete information could disqualify you from consideration.

PERSONAL INFORMATION

1. Name: Last First Middle _____

2. Address: Street City/State Zip _____

3. What is your phone number? () - _____

4. What is your E-mail address? - _____

5. Are you at least 18 years or older? Yes No

6. Are you a US citizen? Yes No

7. Did you graduate highschool or have a GED? Yes No

8. Have you previously been applied to Wesley Homes? Yes No

8a. If yes; were you employed? Dates employed: From: _____ To: _____

6b. Position: _____ Rate of pay: _____

6c. Reason for leaving: _____

9. DSHS background check # _____

10. Date of Birth _____

HOW DID YOU HEAR ABOUT US?

Newspaper: _____ Other: _____

Internet: On-line Classifieds: _____

Wesley website: _____

Walk In: Referral by (Name): _____

EDUCATION

Type of school	Name and address of school	Major Subject	Last year attended	Graduated? (circle)	Degree
High School				Y N	
College				Y N	
College				Y N	
Trade				Y N	
Other				Y N	

SPECIAL SKILLS

7. Please check the skills for which you have received training:

CPR: _____

Location of Training Expiration Date

First Aid: _____

Location of Training Expiration Date

8. Please provide the number of any professional license you currently hold or held in the past. Failure to provide license information may delay the processing of your application.

State/License #: _____ Year Issued: _____ Year Expires: _____

State/License #: _____ Year Issued: _____ Year Expires: _____

9. Have you ever had your RN, LPN, NAC or NAR license revoked or suspended? Yes No

9a When and why?

A

revoked license will not necessarily bar you from entrance to the program.

EMPLOYMENT HISTORY

IMPORTANT: List previous positions you have held beginning with the most recent and working backwards.

Name of employer:	Telephone number:
Employed From (month/year):	To (month/year):
Position worked:	
Reason for leaving:	

Name of employer:	Telephone number:
Employed From (month/year):	To (month/year):
Position worked:	
Reason for leaving:	

Name of employer:	Telephone number:
Employed From (month/year):	To (month/year):
Position worked:	
Reason for leaving:	

REFERENCES

List below three (3) persons not related to you, whom you have known for at least one (1) year

Name:	Years acquainted:	Relationship:
Email:	Phone:	

Name:	Years acquainted:	Relationship:
Email:	Phone:	

Name:	Years acquainted:	Relationship:
Email:	Phone:	

1. Why do you want to be a Certified Nursing Assistant? _____

2. Have you had experience in caring for the elderly? If yes, please describe the experience (who, where, how long ago, etc...) _____

3. Because of the demands placed on a caregiver in the nursing field, do you foresee anything that would conflict with working extra hours, weekends or holidays?

4. As a Certified Nursing Assistant there are many physical demands you may face in a typical day. Please review the sample CNA job description. Do you feel you would have difficulty performing any job duties (ie. Such as lifting 30-50lbs)? _____

5. List skills and abilities you have which you think would be important and utilized in a nursing assistant position. _____

6. Please review the class schedule. Will you be able to attend all classes?(If not, please explain). _____

7. Please review the required supplies. Will you be able to acquire all required supplies?(If not, please explain). . _____

EMERGENCY CONTACT:

Name: _____ Ph Number: () - Relation: _____

ACKNOWLEDGEMENTS

Please read carefully before signing. Admission to the course is based upon an interview with the Program Director, a score of 80% or higher on the exam and space availability.

No Discrimination/Equal Opportunity: Wesley is an equal opportunity employer. Wesley does not discriminate in, acceptance to the class, on the basis of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

Certification of Application and Supporting Documents: I attest with my signature below that I have given to Wesley CNA Academy true and complete information on this application, addendums and accompanying resume or documents (if any). No requested information has been concealed. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

References and Background Check: I authorize Wesley to contact references provided for employment reference checks. I further authorize Wesley to thoroughly investigate all statements contained in my application or resume. I understand that any employment is conditioned on a background check.

Attendance: I understand that if selected I must attend every class/lab/clinical session. An absence is cause for dismissal. Application: this application is for the NAC program only and not an application for employment with Wesley Homes. If accepted into the NAC program, you agree to abide by all Wesley Homes policies and procedures. Wesley Homes retains the right to revise its policies or procedures in whole or in part at any time.

Job Duties: I have read the sample CNA job description attached to this document and attest with my signature below that I am able to perform the job duties of a Nursing Assistant Certified.

My signature attests to my understanding of, and agreement to all statements contained in the acknowledgements above

Name: _____

Signature: _____

Date: _____

ATTACHMENTS:

Schedule

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Wesley CNA Academy schedule

7weeks Class: 43.5hrs. Lab: 35hrs. Clinical: 64hrs. Total: 142.5hrs.

3	4	5 Class: 0830-1530	6 Class: 0830-1600	7 Class: 0830-1430	8	9
10	11	12 Class: 0830-1530	13 Class: 0830-1530	14 Class: 0830-1530	15	16
17	18	19 Class: 0830-1530	20 Sim Lab: 0830-1530	21 Sim Lab: 0830-1530	22	23
24	25	26 Sim Lab: 0900-1530	27 Clinical: 0600-1430	28 Clinical: 0600-1430	29	30
31						

April 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Clinical: 0600-1430	3 Clinical: 0600-1430	4 Clinical: 0600-1430	5	6
7	8	9 Clinical: 0600-1430	10 Clinical: 0600-1430	11 Clinical: 0600-1430	12	13
14	15	16 Sim Lab: 0830-1530	17 Class/Lab: 0830-1600	18 Optional 0900-1200 Registration	19	20
21	22	23	24	25	26	27
28	29	30				

Supplies Required

- 1. Light blue scrub uniform top/bottom – 2 sets are required.



2. Watch with second hand (analog).



3. Closed toe and heel shoes, non-skid (neutral color – NO bright colors).



4. Pens & notebooks.



*Please note the pictures are for example reference only

Sample NAC Job Posting from Wesley Homes

NAC Resident Asst - 570 - Nursing Services

1122 S 216th St, Des Moines, WA 98198, USA Req #28

Friday, November 9, 2018

Wesley Homes is a faith based organization providing retirement communities and a network of services for older adults. With love and joy, we are called to meet the physical, social and spiritual needs of those we serve. We affirm the worth of all those we serve and those who provide the service.

Wesley Homes Health Center, a non-profit, continuing care retirement community in Des Moines, Washington, has a wonderful opportunity for full time Certified Nursing Assistants for our 148 bed Skilled Nursing Center which provides Transitional, Sub Acute and Long Term Care. We have full time openings with a rotation of four days on, two days off.

The Certified Nursing Assistant provides various care activities and related services as necessary in caring for the personal needs and comfort of the residents to attain and/or maintain the resident's highest level of function. Responsible for the delivery of resident care including but not limited to; baths, personal hygiene, grooming, feeding in a dignified manner. Provide care and services as directed by the residents' plan of care.

ESSENTIAL FUNCTIONS INCLUDE:

Resident care duties to include, personal care and hygiene, bathing, showering, incontinent care, foley catheter care and feeding residents as per residents plan of care. Empties drainage collection devices and completes and reports output to the Nursing Team Leader.

Provide assistance for residents to and from the bathroom using appropriate transfer techniques as per plan of care.

Provides oral care and denture care as indicated per facility guidelines and as directed.

Assures residents are turned and repositioned in bed and up in the chair as per facility guidelines. Assures residents heels are elevated as directed.

Answer call lights in a timely and provide assistance for the resident as indicated. Report to the Nursing Team Leader any requests that require a licensed nurse response.

Demonstrates the ability to obtain and record resident's temperature, pulse, respiration, weight, intake/output as directed by the Nursing Team leader. Reports the outcomes to the Nursing Team Leader in a timely manner as assigned.

Assists with housekeeping duties to maintain clean drawers, closets and room to include organizing personal hygiene items. Maintains a neat orderly and clutter free environment.

Cleans personal equipment (wheelchairs, walkers) as needed.

Document care provided to the resident in Point-Click-Care tracking system.

Assist residents to and from activities and may assist in the actual activity program as needed.

Prepares residents room for admission. Responsible to orient the resident to the room, call light and provide necessary supplies. Completes additional admission tasks as directed.

HIRING PREFERENCES AND REQUIREMENTS:

High school diploma or equivalent.

CPR Certification

First Aid Certification

Food Handlers Permit – WA State

Prior SNF experience.

Prior work functioning as an NAC.

Ability to give direct patient care, including participating in lifting, transferring, positioning, and assistance of resident with walking or in wheelchairs.

Able to lift 50lbs on a regular basis.

Ability to use a computer keyboard or touch screen to document resident records.

Able to provide 2 positive professional references.

Able to pass drug screen, DSHS & WSP background inquiries.

Able to embrace Wesley Homes mission, vision and values.

Benefits for this full-time position include, medical/dental/vision insurance, 403(b) retirement savings plan, paid-time off (PTO), paid holidays, employee assistance program, and more!

Wesley Homes is a not for-profit organization that provides a network of services offering a continuum of care for older adults. It is affiliated with the Pacific Northwest Annual Conference of the United Methodist Church.

Wesley Homes has a non-discrimination policy and is an Equal Opportunity Employer.

Retirement Communities and Health Services for (and by) people who love life.

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