

Phone: (617) 243-6048
Fax: (617) 243-5363

Date: _____

TempTeam Application

(Supplement to NWH Employment Application)

Name: _____

Address: _____

Phone No.: _____
home work cell

Email Address: _____

Temporary Assignment(s) Requested:

- | | |
|--|---|
| <input type="checkbox"/> Medical Secretary | <input type="checkbox"/> Administrative Secretary |
| <input type="checkbox"/> Medical Assistant | <input type="checkbox"/> Clerical |
| <input type="checkbox"/> Receptionist | <input type="checkbox"/> Clinical - other: _____ |

Schedule Availability:

- | | |
|---|---|
| Shift <input type="checkbox"/> Weekday Day | <input type="checkbox"/> Weekend Day |
| <input type="checkbox"/> Weekday Evenings | <input type="checkbox"/> Weekend Evenings |

Hours:

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
From:							
To:							

Skills Checklist (check any or all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Phone / Reception | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Meditech |
| <input type="checkbox"/> Transcription | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Medical Terminology |
| <input type="checkbox"/> Word Processing (___ wpm) | | |

FOR CURRENT NWH EMPLOYEES ONLY

(Note: It is not hospital practice to allow regular work weeks to exceed 40 hours)

Current Position: _____ Dept.: _____

No. of Scheduled Hours: _____ Shift: _____ Ext.: _____

Signature: _____ Date: _____

**Newton-Wellesley Hospital
Applicant Statement**

At Newton-Wellesley Hospital, we are committed to our mission of providing exemplary patient care. Every employee contributes to this mission by either performing functions directly related to patient care or supporting the process of providing patient care. Our organizational culture is defined by the CAREfirst philosophy that includes four core values: Compassion, Attitude, Responsibility and Excellence. The CAREfirst Standards of Excellence have been developed with the help of NWH employees and outline specific standards of behavior that support these organizational values. Each and every employee is expected to perform his/her job in accordance with the seven standards listed below:

Attitude

I am committed to serving our customers with compassion and exceeding their expectations.

Appearance

I am committed to the professional appearance of myself, of my work area, and of Newton-Wellesley Hospital.

Commitment to Customer Needs

I am committed to understanding my customers in order to fully meet their needs.

Customer Waiting

I recognize that everyone's time is valuable, and I am committed to courteous, prompt service, and timely communication.

Privacy

I will ensure our customers' right to privacy and modesty.

Safety Awareness

I am responsible for maintaining a safe environment for my customers, co-workers and myself.

Sense of Ownership

I am proud to belong to the Newton-Wellesley Hospital community and my job is important to its mission.

I have read and understand the above standards of behavior. If I am hired by Newton-Wellesley Hospital, I will comply with and practice the standards outlined above.

Applicant's Signature

Date

Print Name

