



## **Application Checklist**

The following documents are attached and are required to be completed as part of the UNE Application Package. Please ensure all documents are completed legibly and in full, prior to submitting your application:

- Page 2: Application Form**
  - Complete in full
  - Attach Resume
  
- Page 3: Site & Program Preference Form**
  - **Note:** Although you are being asked for your site and program preference, please note that all appointments will be based on operational need.
  
- Page 4: Consent to Release Information Form**
  - Signing this consent form allows Covenant Health to communicate with your faculty instructor to obtain reference information.
  
- Page 5: Instructor Reference Form (instructor to complete and return)**
  - This form is to be given to your most recent clinical instructor for completion.
  - The Instructor is to return the completed form as per instruction indicated at the top of the form.
  
- Page 6-7: Frequently Asked Questions (FAQs)**

**Submit completed application package and resume by mail to Covenant Health Recruitment & Workforce Planning Department, #121 West Annex, 16940 – 87 Avenue, Edmonton, AB T5R 4H5, or by fax 780-735-9125 or by email: [CovenantHealthCareers@covenanthealth.ca](mailto:CovenantHealthCareers@covenanthealth.ca). The deadline for applying is March 15th, 2010.**

**If you have any questions about the UNE process please contact:**

**Covenant Health  
Toni Wheeler  
Nurse Recruiter  
[toni.wheeler@covenanthealth.ca](mailto:toni.wheeler@covenanthealth.ca)  
Phone: 780-735-2301**

**Covenant Health  
Nicole Tomie  
Workforce Planning Assistant  
[nicole.tomie@covenanthealth.ca](mailto:nicole.tomie@covenanthealth.ca)  
Phone: 780-735-2344**

**\*This page can be retained for your own records.**



**UNE Application for Employment**

**Competition #: NT-28032-MH**

<b>Name:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Postal Code:</b>	
<b>Email:</b>	
<b>Phone No.:</b>	
<b>Alternate No.:</b>	

**Indicate your availability:** \_\_\_\_\_.

**Indicate your start date:** \_\_\_\_\_.

**Please complete the following:**

- Current or Last Clinical Placement (Site and Unit):

\_\_\_\_\_

- Do you have any other health care experience? (list details – do not include clinical placements):

\_\_\_\_\_



## **Preference Form**

### **Site Preference**

**Please indicate only the sites you are interested in working at. Placements will be based upon the operational needs of each site. Decision will be determined at the time of application.**

- |   |  |
|---|--|
| <input type="checkbox"/> Mineral Springs Hospital, Banff      | <input type="checkbox"/> Our Lady of the Rosary Hospital, Castor |
| <input type="checkbox"/> Bonnyville Health Centre, Bonnyville | <input type="checkbox"/> St. Mary's Health Care Centre, Trochu   |
| <input type="checkbox"/> St. Mary's Hospital, Camrose         |  |

**Please Note: Although every effort will be made to honor your requests, placements will depend upon site operational needs.**

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### **Program Preference**

All interested applicants are asked to make **three choices for program placement:** (e.g. Medicine, Continuing Care, Palliative Care, Mental Health, etc.)

1.
2.
3.



**Consent to Release Information Form**

**In accordance with sections 20 and 34 of the Health Information Act NIX and Sections-32 (c) and 38 of the Freedom of Information and Protection of Privacy Act ("FOIP").**

I, \_\_\_\_\_ authorize Covenant Health and the \_\_\_\_\_ Faculty of Nursing to disclose to and share with the other, personal information about me for purposes of my employment or potential employment with Covenant Health.

I understand why I have been asked to provide this consent and am aware of the risks or benefits of consenting, or refusing to consent.

I understand that I may revoke this consent at any time.

Dated this \_\_\_\_\_ of \_\_\_\_\_  
(day) (month) (year)

Expiry date (if any) \_\_\_\_\_ of \_\_\_\_\_  
(day) (month) (year)

\_\_\_\_\_

Signature of Student/Employee

\_\_\_\_\_

Printed Name of Student/Employee

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Printed Name of Witness



### Instructor Reference Form

Upon Completion Please Return to Covenant Health Recruitment & Workforce Planning Department by Fax:780-735-9125, by Mail: Recruitment & Workforce Planning Department, #121 West Annex, 16940-87 Avenue, Edmonton, AB T4R 4H5, or by e-mail: [toni.wheeler@covenanthealth.ca](mailto:toni.wheeler@covenanthealth.ca) by **March 15, 2010**.

Applicant's Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Reference Position: \_\_\_\_\_

Reference Phone \_\_\_\_\_ Reference Email: \_\_\_\_\_

This information is being compiled for the purpose of determining an individual's suitability, eligibility or qualification for employment; this information is explicitly PROVIDED IN CONFIDENCE pursuant to Section 19 of the Freedom of Information and Protection of Privacy Act.

This student has applied for an UNE position for the summer. Please rate the student on the listed skills/traits as indicated. Please feel free to add any comments throughout.

	<b>Above Average (3)</b>	<b>Average (2)</b>	<b>Needs Improvement (1)</b>	Comments ( <i>must be provided for ratings of 'needs improvement'</i> )
Assessment skills				
Critical thinking				
Knowledge				
Medication administration (PO, SC, IM, IV with supervision)				
Interpersonal skills				
Ability to work within a team				
Initiative				
Organizational skills				
Documentation				
Attendance				
Would you recommend hiring this student into an UNE position? Yes/No WHY/Why Not?				

**Additional Comments:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Frequently Asked Questions**

### **1. How do I qualify to work as an Undergraduate Nurse Employee (UNE)?**

To work as a UNE you must have successfully completed your 3<sup>rd</sup> year of the 4 year BScN Collaborative or Honours Program at a recognized University/College, Faculty of Nursing. You must also be eligible for enrollment in your nursing education program for completion of your 4<sup>th</sup> year. Current CPR certification at the Health Care Provider Level C is required (Canadian Heart and Stroke Foundation). For potential ongoing employment for the Fall and Winter terms, you must provide verification of 4<sup>th</sup> year enrollment in your nursing education program.

### **2. I have a need for some time off during the summer months; can I still work as a UNE?**

Any request for time off should be discussed at the time of interview for the hiring manager's consideration.

### **3. When and where will the UNE positions be posted?**

The UNE positions will be posted on the Covenant Health website (<http://www.covenanthealth.ca/careers.html>) from March 4<sup>th</sup> – March 15<sup>th</sup>, 2010. \*\*Restricted Repost for certain locations.

### **4. How do I apply?**

Submit completed application package and resume by mail to Covenant Health Recruitment & Workforce Planning Department, #121 West Annex, 16940 – 87 Avenue, Edmonton, AB T5R 4H5, or by fax 780-735-9125 or by email: [CovenantHealthCareers@covenanthealth.ca](mailto:CovenantHealthCareers@covenanthealth.ca). The deadline for applying is **March 15<sup>th</sup>, 2010**.

### **5. What is the required documentation at time of application?**

- Application Form (this is different from the cover letter and resume you will submit when you apply to the job posting)
- Site and Program preference form
- A consent form which permits Covenant Health and the Faculty of Nursing to confirm your student status and eligibility for a UNE position
- Reference from your most recent clinical instructor

### **6. Who should I use as a reference?**

Covenant Health requires 2 satisfactory references before you can be employed. One must be your most recent clinical instructor. Consider previous supervisors for your second and third references. Family or friends are not appropriate references. Confirm that your chosen references have agreed to provide a reference and that their contact information is current.

### **7. Will I have a choice of the site or program for my employment?**

There will be UNE opportunities in a variety of locations and programs in our 16 sites throughout Alberta. Placements will be based upon the operational needs of each site. Please indicate on your application only the sites you are interested in working at. Decision of placement will be determined at time of application.



**8. When can I expect to hear from someone?**

You will be contacted directly by the hiring manager should he/she wish to interview you sometime in March. Only successful candidates will be contacted by phone. Unsuccessful candidates will receive a letter in the mail.

**9. How should I prepare for the interview?**

Please bring with you an additional reference list, original government issued Social Insurance Number card and Heart & Stroke Foundation Level C CPR for verification at the time of interview. You will only be asked for this information if a conditional offer is made at the time of the interview.

Make sure you are well rested and present with a professional appearance. Arrive 10 minutes early for the interview. **Remember:** You will be viewed as a potential employee.

**10. What can I expect at the interview?**

At the interview, you can expect questions about career goals, your ability to handle conflict, an ethical dilemma and some clinical scenarios. It is okay to pause and think about the question that is being asked. Don't be afraid to indicate you do not know the answer to the question.

If a conditional offer has been made you will be asked to provide a satisfactory Criminal Records Check including a Vulnerable Persons Sector Check as per the Protection of Persons in Care act (PPIC) and Covenant Health policy. The Criminal Records Check must be dated no later than 6 months prior to date of hire.

**11. As a UNE, am I a member of the College & Association of Registered Nurses of Alberta (CARNA)?**

No, you are not a member of CARNA but you are a member of United Nurses of Alberta (UNA). This position description will be available at the time of hire.

**12. After the summer can I continue to work as a UNE?**

For potential ongoing employment in the Fall and Winter months, you must be enrolled in the 4<sup>th</sup> year of the Collaborative Program at a recognized university/college, Faculty of Nursing or the equivalent of this in an approved nursing education program. You will need to provide verification of this to your manager and/or Human Resources in the Fall.