



Dear Applicant:

It is the policy of Dr. John Warner Hospital to check the employment references of all applicants to ensure that individuals who join the Dr. John Warner Hospital are well qualified and have a strong potential to be a productive and successful member of our healthcare team.

Please review the attached **CONFIDENTIAL REFERENCE REQUEST** form and carefully read the **Applicant's Authorization**. Please sign and date this form and return to the Human Resources Department with your completed employment application. This form must be signed in the space provided for **Applicant's Signature** before we can continue to process your employment application.

After an employment offer has been made to an applicant entering a designated job category, a post offer medical examination will be performed at the expense of Dr. John Warner Hospital. Post offer medical examinations will include a drug screening, complete blood count, urinalysis, Rubella Titer, TB skin test, and a physical exam performed by a health professional of the hospital's choice. Continued employment is conditioned upon successfully passing the medical examination and satisfactory completion of the drug screening.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidential. Access to this information will be limited to those who have a legitimate need to know.

Sincerely,

Belinda Rittenhouse
Director, Human Resources