



June 13th, 2022

To Whom It May Concern,

We are excited that you are interested in the opportunity to obtain your Certified Nursing Assistant certificate with Sarah Bush Lincoln and Lake Land College. SBL is excited to help you move your career into a new direction. Class size is limited; you must meet the following criteria to be considered for the program:

- Employee must have been employed with SBL for 90 days.
- Employee must commit to a year of employment with SBL after the completion of the CNA program.
- Employee cannot have a critical corrective action within the last 12 months.
- Employee must complete an interview with Amy Zerrusen, HR Business Partner.

It is important to submit the following information by July 1st, 2022 to Tracey McCord in Employee and Organizational Development. Applications will be reviewed by a committee to choose who will be selected by July 5th, 2022 to attend the first session of this program that starts August 22nd, 2022.

Please complete and submit the following:

- CNA Employee application form (enclosed)
- Agreement of Expectation (enclosed)
- LLC Intent to enroll (enclosed)
- **Letter of recommendation from your current leader**

Please submit all information to Tracey McCord in EOD. If you have any questions please contact Tracey at 238-4987 or via email at TMcCord@sblhs.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Lorenzo Smith", with a stylized flourish at the end.

Lorenzo Smith
Director of Employee & Organizational Development



Agreement of Expectation

SBL is excited to help you move your career into a new direction. Please review the following expectations for those participating in this year's BNA program:

- Class participation and attendance are both required.
- If you withdraw from the course, you are required to reimburse SBL the cost of tuition.
- If you fail the course, you are required to reimburse SBL the cost of tuition.
- If you do not accept a CNA position at SBL within 90 days of passing your exam, you are required to reimburse SBL the cost of tuition.
- If you leave SBL before your one year commitment post program, you are required to reimburse SBL for the cost of tuition. This includes termination.

In the event that one of these should occur, and the repayment is not made either on or before my termination date, I authorize SBLHS to deduct the reimbursement amount due from my final paycheck.

I understand that this agreement does not represent an employment guarantee and further agree that all other terms and conditions of my employment shall be consistent with the established policies and practices of Sarah Bush Lincoln Health Center.

Employee Signature: _____

Date: _____



BNA Employee Application Form

Student Name (Legal Name): _____

SBL Employee #: _____

Position Title: _____

Primary Department: _____

How long have you been an employee with SBL? _____

Have you had a Critical Corrective Coaching in the last 12 months? _____

Will you commit to pursuing work as a CNA at SBL upon passing the CNA program? _____

Employee Signature and Date _____

Lake Land College

Intent to Enroll

Name:

Last First Middle

Other/Previous name(s)

Address:

Street Address or PO Box

City State Zip Code County

Telephone Home _____

Telephone Cell _____

Email _____

Social Security Number: _____

Your SSN is protected under FERPA, Federal guidelines & will not be released

Birthdate ___/___/___ Gender: ___ Female ___ Male

Last high school attended/attending:

School City State

Year graduated or expected to graduate: _____

Year received GED _____

List ALL colleges/universities attended or now attending:

Name City State

Name City State

Name City State

Are you in the United States on a Visa-Nonresident Alien?

___ Yes in the United States on a Visa
Provide Home Country of Origin _____

___ Not in the United States on a Visa

Are you Hispanic or Latino (or are you of Spanish Origin?)

___ Yes Hispanic or Latino ___ Not Hispanic or Latino

Are you from one or more of the following racial groups?
(Select All That Apply)

- ___ American Indian or Alaska Native
- ___ Asian
- ___ Black or African American
- ___ Native Hawaiian or Other Pacific Islander
- ___ White
- ___ Choose Not to Respond

Please identify your primary racial/ethnic group. (Select One).

- ___ American Indian or Alaska Native
- ___ Asian
- ___ Black or African American
- ___ Hispanic or Latino
- ___ Native Hawaiian or Other Pacific Islander
- ___ White
- ___ Choose Not to Respond

Select highest degree earned:

- ___ Less than High School
- ___ GED
- ___ High School Diploma
- ___ Associate
- ___ Baccalaureate
- ___ Certificate
- ___ Masters
- ___ Doctorate
- ___ 1st Professional
- ___ Other
- ___ Some College
- ___ Unknown

Applicant Certification: I understand that withholding information requested on this application, or giving false information, may make me ineligible for admission to the College or subject to dismissal. With this in mind, I certify that the above statements are correct and complete:

Signature: _____

Date _____

Lake Land College does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, marital status, sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes in admission or access to or in treatment of employment in college programs and/or activities. Human Resources, Lake Land College(217)234-5210, has been designated to coordinate compliance with non-discrimination requirements contained in the implementing regulations of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Age Discrimination Act of 1975. Coordinator of Disability Services,(217)234-5259, is designated as the Section 504 Coordinator of the Rehabilitation Act of 1973

Program of Study: NPD-NA Applying for Term Beginning: Year 2022 ___ Spring ___ Summer X Fall

Degree Objective: (1) Only complete one or several courses-not pursuing a certificate or degree

Transfer Plans: Not planning to transfer to a four-year college or university

Student Intent: (2) To improve skills for present job.

Section Name and Title

AHE 040-35246