

1 Applicant Information

Full Name: _____ UW Health Employee ID: _____

Current Job/Position: _____ How long in this position _____

Work Email (UW Health only): _____ Date of Hire: _____

Personal Email (everyone): _____ Phone _____

UW Health is an Equal Employment Opportunity, Affirmative Action employer that values diversity. All qualified applicants will receive consideration for participation in this training program without regard to race, religion, color, national origin, sex, gender identity or expression, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

The following class/lab times and clinicals will be your work schedule for 4 weeks of the WI DHS NA training program. The program from your date of hire until hired in your new position could be up to 6 weeks. One uniform, CPR, books, and first WI competency tests are paid for by UW Health. Nursing assistant orientation (NAO) and Health Link training are required prior to transferring to a unit. After completion of the program and passage of the State competency test, you will apply to an open position and will be interviewed by a nurse manager, then when accepted into the position you will transfer from Career Pathways onto the unit. You will be required to sign a commitment agreement stating you will stay in your new position for a minimum of 12 months.

(Note: If you are selected to participate in the program, you will need to be here for the FULL duration of the program 4 weeks). NO missed days will be allowed per WI DHS. Functional abilities form per WI DHS is required prior to start of the program. Clinicals are located at: 600 Highland Ave, Madison WI. Class is located at: 610 N. Whitney Way, Madison WI.

- ☐ 3 Days- Monday-Friday- Clinicals starting week 3 7:00 am – 3:30 pm
- ☐ Monday-Friday-Class and Skills lab 7:00 am – 3:30 pm

What is your current level of English proficiency? This course requires students to learn portions independently.

- ☐ Beginner
(e.g., I don't speak English often. It is usually difficult to understand my co-workers in English.)
- ☐ Intermediate
(e.g., I can usually understand my co-workers in English. It's difficult sometimes, but I can ask questions when I don't understand.)
- ☐ Advanced
(e.g., I am comfortable speaking English, and I understand my co-workers and supervisors well. It is not difficult for me to read and write in English.)

What is the highest educational level you have completed? (Please check only ONE, plus required and complete information.)

- ☐ College Degree and/or Certificate
Major/Program Completed: _____
Name of University, College, or Technical School: _____
Date of graduation: _____ Month _____ Year
- ☐ Some College
Major/Program Started: _____
Name of University, College, or Technical School: _____

How much have you completed? _____ less than 1 year _____ 1-2 years _____ 2- 3 years

Last date attended: _____ month _____ Year

☐ Please attach resume and college transcripts **(REQUIRED)**

2 Applicant Statement of Interest- Please print or type so it is legible.

Why are you interested in becoming a NA at UW Health? Please list intended goals if you have them.

3 Admissions Requirements & Program Expectations

Admission Requirements

Any UW Health employee who meet the following requirements is encouraged to apply:*

- Has been a UW Health employee for at least 3 months
- Internals must meet all the following criteria:
 - a. Meet minimum qualifications as noted in position description
 - b. Not currently on a Performance Improvement Plan (PIP)
 - c. Not currently within first 3 months of employment in current position
 - d. Have no active discipline (issued within last 12 months) at a Written warning or above
- Has earned a high school diploma or equivalent and has had 60 credits of college
- Continues to meet eligibility requirements throughout participation in the program

Program Expectations

If accepted, you will be required to:

- Attend and participate in all classroom and clinical sessions for the full 4 weeks, **on paid work time**.
- NO missed days are accepted in the 4-week program.
- Complete all homework assignments (approx. 3-5 hours/week or more) outside of the classroom **on your own time (unpaid)**.
- Maintain a passing grade in all course work.
- Successfully pass the WI state competency exam and skills test.
- Sign an Employee Agreement committing to work for UW Health as a Nursing Assistant for at least 12 months or reimburse the full (\$1000.00) or prorated cost of the program.
- Maintain all eligibility requirements to participate for the duration of the program (4 weeks). American Heart Association (AHA) Basic Life Support (BLS) Certification for Healthcare Providers (CPR).

**Temporary employees, employees in training, and student employees are not eligible to participate in the program.*

4 Applicant Signature

I am aware of the responsibilities, time commitments, and expectations associated with the *Nursing Assistant Training Program*. I understand that I will be contacted through email and, if I meet the eligibility requirements, will be provided with upcoming program dates. I will work with my supervisors and/or manager to identify the day and time that work best in my schedule. I understand that the operational needs of my department may impact my eligibility to be selected to participate in the program this year.

My signature below indicates that I have read and agree to *all* program expectations.

Signature: _____

Date: _____

UW Health HR Service Center at (608) 263-6500 or [Ask HR regarding benefits and compensation ONLY](#)

Can send email about questions to nursingassistantprogram@uwhealth.org

PLEASE DO NOT SEND APPLICATIONS TO EMAIL. THIS NEEDS TO BE SUBMITTED THROUGH UW HEALTH CAREERS PAGE ONLY. IT WILL NOT BE PROCESSED THROUGH THIS EMAIL.