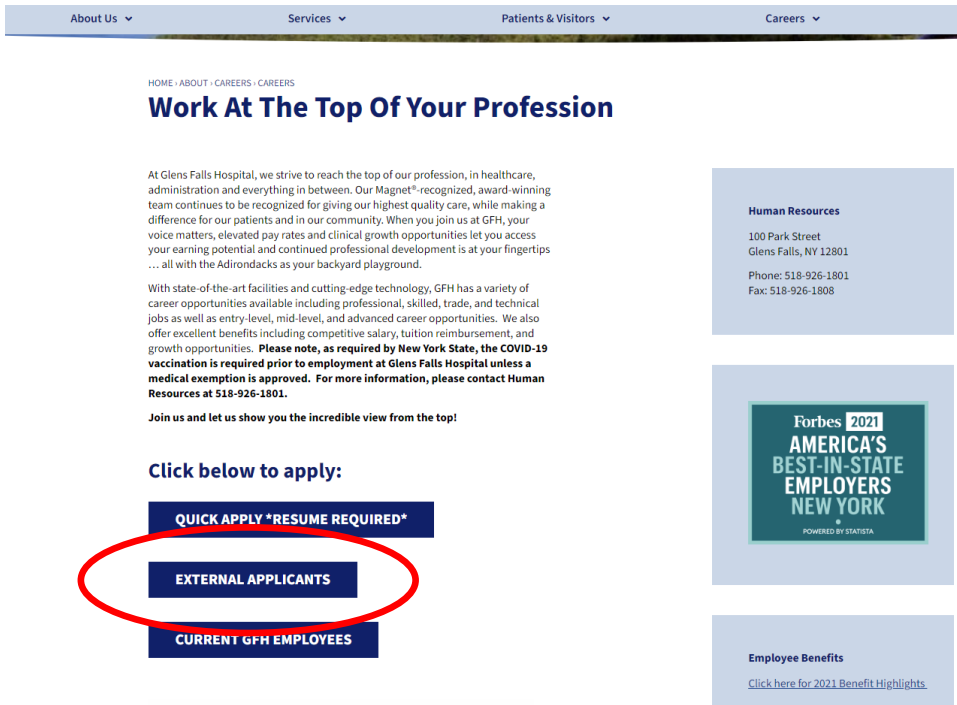


****IMPORTANT NOTE****

Please be sure to apply using a computer or laptop. Smartphone/tablets do not work well with this website.

Step 1: External Applicants, Search for and Selecting Jobs

Select “External Applicants” Box on <https://www.glensfallshospital.org/about/careers/glens-falls-hospital-careers/>



The screenshot shows the Glens Falls Hospital website's career page. At the top is a navigation bar with links: About Us, Services, Patients & Visitors, and Careers. Below this is a breadcrumb trail: HOME > ABOUT > CAREERS > CAREERS. The main heading is "Work At The Top Of Your Profession". The text describes the hospital's commitment to excellence and lists various career opportunities. A red circle highlights the "EXTERNAL APPLICANTS" button in the "Click below to apply:" section. To the right, there are sections for "Human Resources" (with contact information) and "Employee Benefits" (with a link to 2021 Benefit Highlights). A "Forbes 2021 America's Best-In-State Employers New York" badge is also visible.

HOME > ABOUT > CAREERS > CAREERS

Work At The Top Of Your Profession

At Glens Falls Hospital, we strive to reach the top of our profession, in healthcare, administration and everything in between. Our Magnet®-recognized, award-winning team continues to be recognized for giving our highest quality care, while making a difference for our patients and in our community. When you join us at GFH, your voice matters, elevated pay rates and clinical growth opportunities let you access your earning potential and continued professional development is at your fingertips ... all with the Adirondacks as your backyard playground.

With state-of-the-art facilities and cutting-edge technology, GFH has a variety of career opportunities available including professional, skilled, trade, and technical jobs as well as entry-level, mid-level, and advanced career opportunities. We also offer excellent benefits including competitive salary, tuition reimbursement, and growth opportunities. **Please note, as required by New York State, the COVID-19 vaccination is required prior to employment at Glens Falls Hospital unless a medical exemption is approved. For more information, please contact Human Resources at 518-926-1801.**

Join us and let us show you the incredible view from the top!

Click below to apply:

- QUICK APPLY *RESUME REQUIRED*
- EXTERNAL APPLICANTS**
- CURRENT GFH EMPLOYEES

Human Resources
100 Park Street
Glens Falls, NY 12801
Phone: 518-926-1801
Fax: 518-926-1808

**Forbes 2021
AMERICA'S
BEST-IN-STATE
EMPLOYERS
NEW YORK**
POWERED BY STATISTA

Employee Benefits
[Click here for 2021 Benefit Highlights](#)

Once you have done so, you will be redirected to our application platform (Taleo). At this point, you can either search open positions by job title/keyword (Ex: “Patient Care Associate, Registered Nurse, Housekeeper”) or by Job Number (Ex: “220H9” for “RN - Staff Nurse II”).



Step-by-Step guide for External Applications

Step 2: Choosing a Job

Search job by keyword and use filters along the left side to narrow your search. Then, click on the [Blue Job Title](#) to begin application or view job description:

Welcome. You are not signed in.

Job Search

My Jobpage

Keyword

Job Number



Job Openings 151 - 175 of 208

▼ Job Schedule

- ☐ Full-time (147)
☐ Part-time (32)
☐ Per Diem (29)

▼ Job Shift

- ☐ Day Job (124)
☐ Night Job (49)
☐ Variable (19)
☐ Evening Job (15)
☐ Weekend (1)

▼ Employee Status

- ☐ Regular (208)

▼ Job Type

- ☐ Standard (208)

▼ Location

Address

- ☐ Glens Falls Hospital (185)
☐ Cambridge Medical Center (5)
☐ Granville Medical Center (3)
☐ Hudson Falls Medical Center (2)
☐ Adirondack Cardiology (2)

[Show more...](#)

[See all locations](#)

[RN - Post Op](#) | 4W Surgical | Full-time | Day Job (7a - 7p) | 220VB

[RN - Post-Op Surgical](#) | 4W Surgical | Full-time | Night Job (7p-7a) | 220QS

[RN - Post-Op Surgical - Weekend Track Night Shift](#) | 4W Surgical | Full-time | Night Job (7p - 7a) | 220TU

[RN - Special Care Nursery](#) | Special Care Nursery | Full-time | Night Job (7p-7a) | 220YL

[RN - Staff Nurse II](#) | | Full-time | Day Job (7a-7p) | 220H9

[RN - Staff Nurse II](#) | Emergency Department | Full-time | Day Job (7a- 7p) | 2212P

[RN - Stroke Program Specialist](#) | Neurology Practice | Part-time | Day Job (8-4:30) | 2212T

[RN - Surgical Admissions](#) | Surgical Admissions | Per Diem | Day Job (varied) | 2209K

[RN - Telemetry](#) | 6T Telemetry | Full-time | Day Job (18:45-07:00) | 2212D

[RN - Telemetry](#) | 6T Telemetry | Full-time | Day Job (18:45-07:00) | 2212C



Step-by-Step guide for External Applications

You will then be directed to that positions job description. To apply, click the box at the bottom or top left corner of the screen that says, “Apply Online”.

Welcome. You are not signed in. | [My Account Options](#)

Job Search

My Jobpage

Basic Search

[Return to the home page](#)

[Printable Format](#)

Apply Online

Add to My Job Cart

SHARE

Job Description

RN - Staff Nurse II -- (220H9)

Description

Are you not sure which RN Job to apply to? This job posting will direct your application to our Manager of Nursing Engagement.

Registered Nurse openings with Sign on Bonus!

Let's see if we can find a fit for you as an RN at Glens Falls Hospital. We have Staff RN, Assistant Nurse Manager, Nurse Manager and Nurse Educator positions available.

Specialties include but not limited to Med Surge, OB, ED, ICU, PACU, OR, Telemetry, Behavioral Health, Vascular Access, Medical Imaging, and Physicians Practice.

Shifts: Full time 8,10,12 hours position, part time and per diem. We have both day and night positions as well as a weekend track.

Registered Nurse Position Summary:

The RN is responsible for the accurate reconciliation of medications for the admitted patient. Working under the supervision of the Director of Nursing Resources this position works collaboratively with other members of the healthcare team to communicate any discrepancies in the patient's medication history. Works closely with the Quality Department, Nursing Leadership, and medical providers to identify opportunities for improvement in the medication reconciliation process.

Location: 100 Park Street, Glens Falls, NY 12801

Glens Falls Hospital Nursing

Glens Falls Hospital is proud to be a Magnet designated organization, joining only 8% of all hospitals in the United States to currently hold this distinction. Magnet Recognition is the gold standard for nursing excellence.

When you join Magnet Designated nursing excellence team, you will experience shared governance, engaged leadership, and skilled team members all in a family - like atmosphere.

About Glens Falls Hospital and the local area

Glens Falls Hospital (GFH) is an affiliate of the Albany Med Health System which includes Albany Medical Center, Columbia Memorial Hospital, Glens Falls Hospital, and Saratoga Hospital. GFH maintains a service area that spans 6,000 square miles across 5 diverse counties. Founded in 1897, GFH today operates an advanced health care delivery system featuring 20 regional facilities. A vast array of specialized medical and surgical services are provided in addition to coronary care, behavioral health care, rehabilitation and wellness and others. The main hospital campus is home to the C.R. Wood Cancer Center, the Joyce Stock Snuggery birthing center, the Breast Center and a chronic wound healing center. GFH is a not-for-profit organization and the largest employer in New York's Adirondack region, with over 2,300 employees and a medical staff of over 550 providers.

Primary Location: US-NY-Glens Falls
Job: Nursing - Registered Nurse
Schedule: Regular
Job Type: Full-time
Scheduled Time of Shift (format example: 7a-7p, 8a-4:30p): 7a-7p
Job Posting: May 23, 2022, 12:05:02 PM

Apply Online

Add to My Job Cart

SHARE




Step-by-Step guide for External Applications

Step 3: Privacy Agreement

Carefully read the privacy agreement associated with our application system and make a decision to accept or decline the agreement. If you chose “I Decline”, no further action is needed on your end. However, you will be unable to proceed with the application. If you choose “I Accept” you will then be brought to the next page.

Welcome. You are not signed in.

[Sign In](#)

 Job Search

[Printable Format](#)

Privacy Agreement

There are several steps in completing an online application.

You will be asked to confirm your ability to sign and submit this electronically.
You will review a Fair Credit Reporting Act notice that describes your rights.
You will electronically authorize us to access your credit history if applicable to your position.
You will electronically authorize us to verify additional personal information.
You will complete the employment application itself.
You will be asked to complete the Voluntary Equal Employment Opportunity Identification form.

By accepting these terms, you certify that you are able and willing to accept disclosures and/or documents electronically, as follows:

We are providing you with this online electronic signature confirmation, Fair Credit Reporting Act Notice, authorization to access credit, employment application and the Voluntary Equal Employment Opportunity Identification form electronically.

You have a right to receive any of these in paper format.

You can withdraw consent to electronic delivery at any time. If you have any questions about the application process or opportunities available with us, please contact us.

Prior to acceptance of electronic delivery of disclosures and/or documents, you should verify that you have the required hardware and software to access and retain them. You will need a:



Step-by-Step guide for External Applications

Step 4: Log in or Create an Account

Like many other job boards, we will need for you to either log into your account if you are a returning applicant, or create an account if you are a new applicant

Returning Users

Log in using your username or password. If you are unable to remember this information, please call the HR front desk at (518)926-1801 for assistance. Once you have logged into your account, please follow through the standard application process.

Welcome. You are not signed in.

Job Search

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.




Mandatory fields are marked with an asterisk.

Returning user
*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#)

Don't have an account?

Use a sign-in partner


New Users


Click the "New User" box to create your account.



Step 5: Creating a Username and Password

As a new user, you will need to create a unique and secure username and password. Please be sure to keep track of this information for further applications (if needed) and store this information in a secure area.

Welcome. You are not signed in.

 Job Search

New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

Mandatory fields are marked with an asterisk.

Create an account

*User Name

*Password

*Re-enter Password

Email Address

Re-enter Email Address

Register

Use a sign-in partner



Cancel

If you receive an error message, please review it, and follow the provided instructions. If you are successful, you will then be brought to the first stages of the application.



Step-by-Step guide for External Applications

Step 6: Resume Upload

The first stage of the application will give you the option to upload your resume for our review. We encourage all applicants to upload their resume so that we can carefully review their qualifications in line with each role they chose to apply for. If you wish to upload a resume, select the “I want to upload a resume” option. If you wish to bypass this option, select the “I do not want to upload a resume” option.

The screenshot shows the 'Resume Upload' step of an application process. At the top, a navigation bar includes 'Welcome. You are signed in.' with a link to 'My Account Options', a shopping cart icon with 'My Job Cart (0 items)', and a 'Sign Out' link. Below this is a secondary bar with 'Job Search' and 'My Jobpage' buttons. The main header area states 'Applying for: RN - Staff Nurse II (Job Number: 220H9)' and 'Step 1 out of 11'. A progress bar contains seven steps: 'Resume Upload' (highlighted with a blue box), 'Personal Information', 'Education', 'Licenses and Certifications', 'Employment History', 'Job Specific Questions', and 'File Attachments'. Below the progress bar are three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'. The main content area is titled 'Resume Upload' and contains the following text: 'Resume Upload', 'You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.', and 'If you do not upload a resume, you will need to fill out the online submission manually.' Below this text are two radio buttons: 'I do not want to upload a resume.' (which is selected and circled in red) and 'I want to upload a resume.' Below the radio buttons is a section titled 'Select the resume file to upload' with a 'Choose File' button and the text 'No file chosen'. A note at the bottom of this section states: 'Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.' To the right of the main content area is a sidebar titled 'Uploading a resume' with instructions: 'To upload a resume, click "Browse" and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the uploading process is complete, you must verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.' At the bottom of the form are three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'. A red arrow points to the 'Save and Continue' button at the bottom left.

Welcome. You are signed in. | [My Account Options](#) [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) [My Jobpage](#)

Applying for: **RN - Staff Nurse II (Job Number: 220H9)** Step 1 out of 11

Resume Upload Personal Information Education Licenses and Certifications Employment History Job Specific Questions File Attachments

[Save and Continue](#) [Save as Draft](#) [Quit](#)

Resume Upload

Resume Upload

You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a resume, you will need to fill out the online submission manually.

☒ I do not want to upload a resume.
☐ I want to upload a resume.

Select the resume file to upload
[Choose File](#) No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

Uploading a resume
To upload a resume, click "Browse" and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the uploading process is complete, you must verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

[Save and Continue](#) [Save as Draft](#) [Quit](#)

Once completed, press the “Save and Continue” box at the top or bottom left corners to proceed.



Step-by-Step guide for External Applications

Step 7: Entering Contact information and Completing Required Questions

Here, you will need to fill in your contact information. Please note that First/Last Name, Street Address, City, Zip/Postal Code, Place of Residence, Primary Phone Number, and Email Address are all required fields (* = required field). This means that you cannot complete your application without filling out the required information. You will also need to complete all of the required questions and select the option in the dropdown menu (click on the downwards arrow inside each box) which applies to you. Once finished, you may click the Save and Continue box to move on.

Save and Continue

Save as Draft

Personal Information

Education

Licenses and Certifications

Employment History

Job Specific Questions

File Attachments

Review

Personal Information

Please enter all relevant personal information in the fields below.

*First Name

Middle Name

*Last Name

*Street Address (line 1)

Address (line 2)

*City

*Zip/Postal Code

*Place of Residence - Please select the nearest metropolitan area to you

Country

Not Specified

Please provide desired contact phone numbers in the fields below. Please use this format: 312-555-1212.

*Primary Phone Number

Secondary Phone Number

*Email Address

Desired Salary

*If you are offered employment, can you furnish documents proving your identity and legal authorization to work in the United States, as required by the government?

Not Specified

*Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?

Not Specified

*Is there anything that will prevent you from performing job-related functions of the position for which you are applying?

Not Specified

*In the past year, have you worked for a Medicare Fiscal Intermediary, such as Medicare, Medicaid, Medicare Administrative Contractor (MAC) or as a subcontractor such as National Governmental Services, Noridian Healthcare Solutions, etc.?

Not Specified

*Were you previously employed by Glens Falls Hospital?

Not Specified

If you have previously worked at Glens Falls Hospital, please provide any other names used at the time of employment. If this is not applicable, please write "n/a".

Source Tracking

Please indicate how you heard about this job.

*Source Type

Select One...

Save and Continue

Save as Draft



Step 8: Education

In this step, you will be asked to enter in your education history. Please start by entering your highest form of **completed** education. You may also enter in any educational history that is not yet completed.

This section requires you to fill out both the institution that you attended, as well as the program that you went to school for. (If this is a technical diploma or vocational certification, please fill out this information as well). These fields can be completed by typing the requested information into each box:

The screenshot shows the 'Education' step of an application process. At the top, there are tabs for 'Job Search' and 'My Jobpage'. Below them, it says 'Applying for: RN - Staff Nurse II (Job Number: 220H9)' and 'Step 3 out of 11 | Print/Email'. A progress bar shows the current step is 'Education'. Below the progress bar are buttons for 'Save and Continue' and 'Save as Draft'. The main section is titled 'Education' and contains the instruction: 'Please list your educational history starting with the highest level of education attained. You must specify 1 education entry.' Under 'Education 1', there are fields for 'Institution' (with a 'Select' link), 'Program' (with a 'Select' link), 'Education Level' (a dropdown menu with 'Not Specified' selected), and 'Graduated?' (a dropdown menu with 'Not Specified' selected). There is also a text box for 'Student name while attending the program'. At the bottom of the section are links for 'Remove Education' and 'Add Education', and buttons for 'Save and Continue' and 'Save as Draft'. A red circle highlights the 'Institution' and 'Program' fields. A red arrow points to the 'Education Level' dropdown menu. On the right side, there are instructions for 'Adding education entries', 'Removing education entries', and 'Reordering education entries'.

The fields below this ask for you to pick an option from the drop-down menu for both the education level (For example: “High School Diploma/GED”) and completion status (For example “Yes” or “No”). To complete these fields, click on the downwards arrow inside each box, and select the option that applies to you. If you attended this institution under a different or previous name, please type it into the box “Student name while attending the program.” Once finished, you may click the Save and Continue box to move on.



Step-by-Step guide for External Applications

Step 9: License and Certifications

The next step will ask if you wish to provide any relevant licensure you may hold for the position(s) you are applying for. Take a careful look at the job description: Some positions require a specific licensure for you to be considered or list a preferred set of credentials for the role. If any of these apply to you, and the role(s) you are applying for, please complete this step.

If you wish to complete this step, please carefully enter the fields of “License or Certification”, “Issuing Organization” and “Number/ID” which apply to you. If these credentials have an issue and/or expiration date, please pick an option from the drop-down menu for the month and year of the Issue Date and Expiration Date (if applicable). If you do not wish to complete these steps, you may click the Save and Continue box to move on. If you wish to add or remove further licensure, you can click the [Add Certification](#) or [Remove Certification](#) options.

Licenses and Certifications

Please enter any applicable licenses and certifications relevant to the position. Do not list expired licenses or certifications.

License/Certification

License or Certification

[Select](#)

Issuing Organization

Number/ID

Issue Date

Month ▼ Year ▼

Expiration Date

Month ▼ Year ▼

If this certification will be received in the future, enter the expected issuing date.

[Remove Certification](#)

[Add Certification](#)

Save and Continue

Save as Draft

Quit



Step-by-Step guide for External Applications

Step 10: Employment History

This section will ask for you to fill out your employment history, starting with your current (if applicable) or most recent employer. To do this, you will need to complete the “Employer” and “Job Title” sections by typing the appropriate information into each box. You will also be asked to enter in the month and year for your “Start Date” and “End Date” for each employment instance by picking an option from the drop-down menu for each field. If this is your current role, please click on the “Current Job” box to bypass the “End Date” option. You will also need to complete the “Job Duties” section by typing in the appropriate information that best describes your previous role. Please be as thorough as possible when entering this information. Lastly, you can add further work history, or remove work history by clicking the [Add Work Experience](#) or [Remove Work Experience](#) options. Once finished, click the Save and Continue box to move on.

Employment History

[Work Experience](#)

Please list your work experience below, starting with your current or most recent position.
experience entry.

Work Experience 1

*Employer
 [Select](#)

*Job Title

*Start Date
Month Year

*End Date
Month Year

☐ Current Job

*Job Duties

[Remove Work Experience](#)

[Add Work Experience](#)



Step-by-Step guide for External Applications

Step 11: File Attachments

This step allows for you to upload a resume, cover letter, or any other relevant documentation which may help to highlight your candidacy. Of you wish to bypass this step, please click the Save and Continue box to move on. If you wish to upload documentation, click the “Choose File” option to upload each file from your computer. If you wish to enter any comments about the file, such as a description, you may do so by typing in the “Comments about the file” box. Once finished, please click the Save and Continue box to move on.

File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

No file chosen

Comments about the file

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.



Step-by-Step guide for External Applications

Step 12: References

This step will ask for you to list provide complete contact information for the three professional references in a leadership role (example - current or past supervisor/manager, professor or school advisor.) References from friends, relatives or coworkers will not be accepted. You must specify 1 reference entry. To complete this, start by picking option from the drop-down menu for the “Type” box (For example: Occupational). You will then be asked to enter the first and last name of each reference by typing in the “First Name” and “Last Name” boxes. You have the option to specify the length of time you have known each reference by clicking the dropdown menu in the “How long have you known this person?” box and selecting the appropriate option (ex: < 1 year). You also have the option of entering the employer and title of each reference, as well as their email typing in the “Employer”, “Title”, and “Email Address” Boxes respectively. Lastly, you will be required to enter in the best phone number for each reference by typing in the “Phone Number” box. If you wish to add or remove reference, you may do so by clicking the [Add Reference](#) or [Remove Reference](#) options. Once finished, please click the Save and Continue box to move on.

References

References

Please provide complete contact information for the three professional references in a leadership role (not be accepted. You must specify 1 reference entry.

Reference 1

*Type

Not Specified ▼

*First Name

*Last Name

How long have you known this person?

Not Specified ▼

Employer

Title

Email Address

*Phone Number

[Remove Reference](#)

[Add Reference](#)



Step 13: Diversity

We are required to maintain records for our Affirmative Action Plan and request that you complete the information that applies to you. The information is confidential and will be used solely for statistical purposes. If you choose to complete the form, the information will not affect your being considered for employment opportunities for which you are qualified. You will need to complete all of the required questions and select the option in the dropdown menu (click on the downwards arrow inside each box) which applies to you. Once finished, you may click the Save and Continue box to move on.

Diversity

Diversity

Please provide the information requested in the fields below regarding diversity.

We are required to maintain records for our Affirmative Action Plan and request that you complete the information that applies to you. The information is confidential and will be used solely for statistical purposes. If you choose to complete the form, the information will not affect your being considered for employment opportunities for which you are qualified. You will need to complete all of the required questions and select the option in the dropdown menu (click on the downwards arrow inside each box) which applies to you. Once finished, you may click the Save and Continue box to move on.

*1.Ethnicity

I do not wish to provide this information ▼

*2.Race

I do not wish to provide this information ▼

*3.Gender

I do not wish to provide this information ▼

*4.Vietnam Era Veterans and Other Veterans

Not a Vietnam Era Veteran or Other Veteran ▼

*5.Individuals with Disabilities

Do you consider yourself an individual with a disability?

I do not wish to provide this information ▼

Save and Continue Save as Draft Quit



Step-by-Step guide for External Applications

Step 14: E-Signature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an e-signature is the electronic equivalent of a hand-written signature. To complete this, please type your full name in the "Please enter your full name" box. Once finished, you may click the Save and Continue box to move on.

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an e-signature is the electronic equivalent of a hand-written signature.

Para informacion en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

I hereby certify that the information I have provided on this application is true, correct, and complete. I hereby authorize any employer, educational institution, government agency, physician, or hospital that has my record they may have concerning my employment and related matters to Glens Falls Hospital. Further, I release all parties and persons from any and all liability for any damage that may result from furnishing such information to or disclosure of such information by Glens Falls Hospital or any of its agents, employees, or representatives in connection with my application for employment or any inquiry from other prospective employers.

I understand that any misinterpretation, falsification, or material omission of information on this application may result in my termination, should Glens Falls Hospital discover such after my employment. In consideration of to the policies, values, code of conduct and standards of Glens Falls Hospital, as they may be amended from time to time at the hospital's discretion.

Glens Falls Hospital is a tobacco-free environment. Tobacco use including cigarettes, cigars, pipes, electronic cigarettes, and smokeless tobacco, is prohibited on all property owned, leased, or operated by Glens Falls Hospital.

I understand that nothing in this employment application, in Glens Falls Hospital's statements, human resources guidelines, or in my communications with any Glens Falls Hospital employee or representative is intended between the Hospital and me.

I acknowledge that no promises regarding employment have been made to me. I understand that this application shall be considered "active" for up to six months, and that any offer of employment is conditioned on satisfactory drug screen, and successful completion of a medical examination, which may include a Job Placement Assessment (JPA), and on my furnishing a satisfactory proof of my identity and legal authority to work in the United States.

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

Please enter your full name:



Step 15: Review and Submit

This is the last step in the application process. Here you will be asked to carefully review all of the information you have entered so far to ensure its accuracy. If you find that you wish to make edits on any part of the application, you may do so by clicking “[Edit](#)” in the right side of each field, next to its name (example **Personal Information** | [Edit](#)).

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you

Personal Information | [Edit](#)

Personal Information

Full Name
Street Address (line 1)
Address (line 2)
City
Zip/Postal Code
Place of Residence - Please select the nearest metropolitan area to you
Primary Phone Number
Secondary Phone Number
Email Address
Desired Salary
If you are offered employment, can you furnish documents proving your identity and legal authorization to work in the United States, as required by the government?
Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?
Is there anything that will prevent you from performing job-related functions of the position for which you are applying?
In the past year, have you worked for a Medicare Fiscal Intermediary, such as Medicare, Medicaid, Medicare Administrative Contractor (MAC) or as a subcontractor such as National Governmental Services, Noridian Healthcare Solutions, etc.?
Were you previously employed by Glens Falls Hospital?
If you have previously worked at Glens Falls Hospital, please provide any other names used at the time of employment. If this is not applicable, please write "n/a".

Source Tracking

Source Type
Source

Education | [Edit](#)

Once finished, click the “Submit” box to complete your application.

eSignature | [Edit](#)

eSignature

Signed by:
Date:

[Submit](#) [Save as Draft](#) [Quit](#)



Step-by-Step guide for External Applications

FAQ's

Q: Why will my application not go through?

A: Sometimes this happens if you are attempting to apply with a smartphone or tablet. If you are trying to apply this way, sometimes:

- 1) Your application will fail to submit correctly
- 2) You will be unable to upload supporting documents (or a resume with quick apply)
- 3) You will be prematurely expelled from the website

To fix this, you can try a few things:

- 1) Try applying with a computer or laptop. If you do not have one, try and see if you can borrow one. If no one can loan you a computer or laptop, try your local library, they should be able to allow you access to one of theirs.
- 2) If none of these options are suitable, you can try and apply using the Firefox browser. Occasionally, this browser can bypass some of the system errors leading to trouble submitting your application.

Q: I have been locked out of my account, what should I do next?

A: Contact our Human Resources Department, we may be able to help you troubleshoot this issue. If you try, and fail, to log into your account too many times, you may be locked out for security reasons. We can help by unlocking your account after verifying your identity.

Q: I created an account, and the system keeps telling me that my information is already attached to another account, what should I do next?

A) Contact our Human Resources Department, we may be able to help you troubleshoot this issue. You may have submitted an application or began an application several years ago using the same personal information (such as your email) that you are using now. We can help finding your old username, after verifying your identity.

Q: I forgot my username and password, what should I do next?

A: There is a self-service option for this issue.

- 1) If you forgot your username, click "[Forgot your username?](#)"
- 2) If you forgot your password, click "[Forgot your Password?](#)"

A verification communication will be sent to your email to help you with recovering/changing this information. Please be sure to read the communication carefully and allow enough time for it to populate in your inbox. If, after some time, this has not populated in your inbox check your spam/junk folder. If you cannot find it in these, please check any other emails you have created the account under.



ALBANY MED Health System

GLENS FALLS HOSPITAL

Step-by-Step guide for External Applications

If none of your options are working, please contact the Human Resources Department, we may be able to help you troubleshoot this issue.

Glens Falls Hospital Human Resources Department Contact information:

Troubleshooting Questions:

HR Front Desk Phone: 518-926-1801

Questions about Job Opportunities (General)

Talent Acquisition Specialist Name: Jonah Bremenkamp

Talent Acquisitions Specialist Phone: 518-926-3421

Talent Acquisitions Specialist Email: Bremenjm@glensfallshosp.org

Questions about Job Opportunities (Nursing)

Talent Acquisition Specialist Name: Rachel DeLane

Talent Acquisitions Specialist Phone: (518)926-1813

Talent Acquisitions Specialist Email: rdelane@glensfallshosp.org