



Hospice of Southern Maine (HSM) will pay for program participants to attend an approved Certified Nursing Assistant (CNA) course, including tuition, books, lab fees. Approved applicants will also be paid an hourly rate determined by the agency while attending class and clinicals to be paid with HSMs regular payroll schedule. Upon completion, qualified candidates begin their career with a Hospice Aide position at Hospice of Southern Maine.

**Eligibility Criteria:**

To be considered for the program, candidates must:

- Be 18 years of age or older, have proof of high school graduation or equivalency, and be a US citizen or have work authorization.
- Submit a completed application prior to completion of course.

To maintain eligibility for the program and employment, candidates must meet the above criteria and:

- Complete an interview at Hospice of Southern Maine
- Have the availability to fill a current open position at Hospice of Southern Maine
- Complete a shadow experience at Hospice of Southern Maine
- Successfully pass prerequisites for HSM employment (see attached)
- Successfully pass the CNA course and exam and receive a Maine CNA Certification resulting in an active status on the Maine CNA Registry

Program participants will commit to working at HSM in the role of a Hospice Aide for a minimum of one year upon successful completion of the course. Employment will be contingent on consistent and ongoing satisfactory work performance.

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**Application Instructions:**

- Complete this Training Program Application form and the Employment Application.
- Attach information regarding the course(s)/program you plan to enroll in.
- Submit the signed applications and course information to Human Resources (HR) by:  
**Mail:** Human Resources, Hospice of Southern Maine, 390 US Route 1, Scarborough, ME 04074  
**Email:** [hr@hospiceofsouthernmaine.org](mailto:hr@hospiceofsouthernmaine.org)  
**Fax:** (207) 289-3163
- Questions? Please call Human Resources at (207) 289-3660.

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

CNA Course title: \_\_\_\_\_

Course Institution/Location: \_\_\_\_\_

Course dates: \_\_\_\_\_ to \_\_\_\_\_

\*Participation in this program in accordance with this policy shall not affect the employee's status as an "At Will" employee (i.e., employment is for an undefined period and is terminable at will by either the employer or employee with or without cause and with or without notice).