



APPLICATION

Live-In Assistant

We are an equal opportunity employer, dedicated to nondiscrimination in employment on the basis of race, color, age sex, national origin, disability or marital status.

Date _____

Name _____
First Middle Last Maiden

Complete address _____

Phone # _____ Email _____

Gender _____ Social Security No. _____ Marital Status _____

Do you have any dependents? Yes No

In case of emergency, who should be notified? _____
Name Phone

Date available for employment _____

Are you currently employed? Yes No May we contact your present employer? Yes No

Is there any reason why you might be unable to perform required duties consistently and promptly? Yes No

If yes, please explain. _____

Have you been in contact with other L'Arche communities or with L'Arche USA? If so, which one/s? _____

Have you ever been disciplined or fired? Yes No

Do you have any physical or mental condition which may limit your ability to perform the job for which you are applying? Yes No

Are there any financial and/or family obligations that would prohibit your becoming an assistant? Yes No
If yes, please explain _____

If hired, can you provide written evidence of a right to work in the U.S.? Yes No

Do you hold a valid driver's license?
Native language _____ Other languages spoken _____

If you are a U.S. citizen, are you interested in receiving the AmeriCorps Education Award (federal financial award which must be used either to pay existing student loans or for future education)? Yes No

Have you been enrolled in a religious community, seminary or similar institution?
If yes, give name and location. _____ Dates _____
Reason for leaving _____

List professional or skill training certifications or licenses (other than driver's) that you hold.

Have you ever been convicted of a crime, entered a plea of "no contest," had prosecution deferred or adjudication withheld for any crime, except a minor traffic violation? Yes No

If yes, please state the following:

number of convictions _____

nature of offense(s) _____

date of conviction(s) _____

your age at time of conviction(s) _____

EMPLOYMENT HISTORY

All information must be supplied on this application.

Present or most recent employer _____ May we contact at this time? Yes No

Employed from (month/year) _____ Employed to (month/year) _____ Job Description _____

Complete address _____

Job title when you started _____

Job title now (or when you left) _____

Reason for leaving or considering leaving _____

Name of immediate supervisor _____ Phone # _____

PREVIOUS EMPLOYERS (if employed less than 10 years in above situation)

Employer _____

Employed from (month/year) _____ Employed to (month/year) _____ Job Description _____

Complete address _____

Job title when you started _____

Job title now (or when you left) _____

Reason for leaving or considering leaving _____

Name of immediate supervisor _____ Phone # _____

Employer _____

Employed from (month/year) _____ Employed to (month/year) _____ Job Description _____

Complete address _____

Job title when you started _____

Job title now (or when you left) _____

Reason for leaving or considering leaving _____

Name of immediate supervisor _____ Phone # _____

REFERENCES

List the names of three persons who are not relatives and whom you have known at least one year.

Name	Address	Phone #	Relationship to you
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PERSONAL EXPRESSION

If you need additional space to answer the following questions, you may attach a sheet or change the document format on your computer. Your responses will help us get to know you. Thank you.

What is your experience, if any, with persons who have intellectual/developmental disability?

Why are you interested in sharing life in a L'Arche community?

What are your expectations for life in an intentional, faith-based community with people who have differing intellectual abilities?

Give one example of how you work well in a team setting or in collaboration with others?

Give one example of your cooperation with a person in authority or leadership?

Give one example of how you are able to self-motivate or self-initiate?

Are you open to participation in community prayer services and celebrations? *L'Arche Harbor House is an ecumenical Christian community with roots in the Catholic tradition; we welcome people of all faiths or no particular faith tradition. All individuals are encouraged to explore their faith journey while upholding the core practices, traditions and beliefs that are central to the spirituality of L'Arche. L'Arche is founded on the principles of the Beatitudes and the belief that the weakest members of our community are at the heart of the community.*

Please describe your thoughts about simple living and social justice.

Are you open to performing direct personal care for adults with developmental and physical disabilities, such as assisting with bathing, dressing and eating? If so, are you open to assisting with personal care for a person of the opposite gender?

L'Arche Harbor House asks for a one-year commitment (the first month is a trial month).
Are you willing and able to make this time commitment?

How do you enjoy spending your leisure time?

What gifts and skills would bring to life at L'Arche Harbor House?

How can L'Arche Harbor House contribute to your experience of sharing life in L'Arche?

EMPLOYMENT APPLICATION CERTIFICATION

I hereby certify that all facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete or misleading information discovered on this application or provided in the hiring process at any time after I am employed may result in my dismissal.

I hereby authorize L'Arche Harbor House to investigate all statements contained in this application and to interview the references and previous employers listed in this application. I authorize the references and previous employers listed to give L'Arche Harbor House all facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to L'Arche Harbor House, including, but not limited to, any liability for defamation or invasion of privacy.

I certify that I have read, understand, and agree with all the above.

Signature of applicant _____ Date _____