

# Hearthstone

## Team Member Application



Hearthstone wants employees who are team-oriented, yet able to work independently, who value opportunities to serve others, (both residents and coworkers), and who take pride in being punctual, reliable and thorough. In addition to effectively performing the specific duties of the job, each employee is expected to contribute toward a fun work environment, choose to demonstrate a positive attitude, and keep a focus on our residents, including looking for ways to "make their day."

If this sounds like you, please continue to provide us with information about yourself, your background and your goals.

Thank you for your interest in joining the Hearthstone Team!

- PLEASE PRINT (Don't worry about spelling or grammar) -

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ MESSAGE/CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

PLEASE INDICATE THE POSITION(S) THAT YOU ARE INTERESTED IN AND QUALIFIED FOR:

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Caregiver    | <input type="checkbox"/> Dining Room Server     | <input type="checkbox"/> Maintenance            |
| <input type="checkbox"/> Med Aide     | <input type="checkbox"/> Cook                   | <input type="checkbox"/> Administrative Support |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Kitchen Help / Utility | <input type="checkbox"/> Other _____            |

TELL US ABOUT YOUR PAST EXPERIENCE AND/OR TRAINING IN THESE AREAS: (Please use additional paper, if needed)

---

---

---

---

---

WHAT PAST JOB, (WORK OR VOLUNTEER EXPERIENCE), HAVE YOU FOUND MOST ENJOYABLE OR REWARDING AND WHY?

---

---

---

HOW DID YOU HEAR ABOUT HEARTHSTONE? \_\_\_\_\_

WHY DO YOU BELIEVE YOU WOULD MAKE A GOOD ADDITION TO THE HEARTHSTONE TEAM?

---

---

---

WHAT TYPE OF WORK SITUATION ARE YOU INTERESTED IN? (Check all that apply)

- Full-time    Part-time ( \_\_\_\_\_ hrs/week)    Regular    Temporary    Casual/On-call    Other \_\_\_\_\_

PLEASE INDICATE WHAT HOURS YOU WOULD BE AVAILABLE TO WORK: (As a resident care facility, Hearthstone is open 24/7)

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAYS							
EVENINGS							
NIGHTS							

*(please continue to the next page of our application)*

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ DATE \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED? [ ] Yes [ ] No WOULD HEARTHSTONE BE YOUR ONLY OR PRIMARY JOB? [ ] Yes [ ] No

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? [ ] Yes [ ] No IF UNDER 18, DO YOU HAVE A WORK PERMIT? [ ] Yes [ ] No

HAVE YOU WORKED AT A HEARTHSTONE FACILITY BEFORE? [ ] Yes [ ] No IF SO, WHEN? \_\_\_\_\_

HAVE YOU WORKED IN THE ASSISTED-LIVING, HEALTH CARE OR HOSPITALITY INDUSTRY BEFORE? [ ] Yes [ ] No

HAVE YOU EVER PLEAD "GUILTY" OR "NO CONTEST" TO, OR BEEN CONVICTED OF A CRIME? [ ] Yes [ ] No

IF SO, PROVIDE DATE(S) AND DETAILS: \_\_\_\_\_  
(Answering "yes" does not constitute automatic disqualification of employment. Factors such as date and nature of the offense are taken into account. In addition, all new employees go through an extensive criminal history check through the State of Oregon.)

- EMPLOYMENT HISTORY (Please list your most recent job first) -

COMPANY \_\_\_\_\_ START DATE \_\_\_\_\_ END DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ PHONE # \_\_\_\_\_  
SUPERVISOR'S NAME \_\_\_\_\_ HIS/HER TITLE \_\_\_\_\_  
TITLE(S) AND TYPE OF WORK: \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_  
STARTING PAY: \$ \_\_\_\_\_ per \_\_\_\_\_ FINAL PAY: \$ \_\_\_\_\_ per \_\_\_\_\_ MAY WE CONTACT THIS EMPLOYER? [ ] Yes [ ] Not yet.

COMPANY \_\_\_\_\_ START DATE \_\_\_\_\_ END DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ PHONE # \_\_\_\_\_  
SUPERVISOR'S NAME \_\_\_\_\_ HIS/HER TITLE \_\_\_\_\_  
TITLE(S) AND TYPE OF WORK \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

COMPANY \_\_\_\_\_ START DATE \_\_\_\_\_ END DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ PHONE # \_\_\_\_\_  
SUPERVISOR'S NAME \_\_\_\_\_ HIS/HER TITLE \_\_\_\_\_  
TITLE(S) AND TYPE OF WORK: \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

- EDUCATION AND TRAINING -

WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU HAVE COMPLETED?  
[ ] Some High School [ ] High School or GED [ ] Some College [ ] 2-Year Degree [ ] 4-Year Degree or Higher

LAST SCHOOL ATTENDED \_\_\_\_\_ YEARS COMPLETED \_\_\_\_\_ LOCATION \_\_\_\_\_

OTHER EDUCATION, TRAINING AND/OR CERTIFICATION RELATED TO THE POSITION(S) FOR WHICH YOU ARE APPLYING:  
\_\_\_\_\_  
\_\_\_\_\_

(please continue to the next page of our application)

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ DATE \_\_\_\_\_

- EMPLOYMENT/PERSONAL REFERENCES -

List name and phone number of three business/work/school references you are NOT related to and are NOT previous supervisors.

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

List name and phone number of a person of retirement age who knows you and can share insights, preferably NOT a family member.

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

**AFTER READING THE STATEMENTS BELOW, PLEASE SIGN AND DATE THIS APPLICATION IN THE SPACE PROVIDED. BECAUSE YOUR SIGNATURE INDICATES AN UNDERSTANDING OF AND AGREEMENT WITH EACH STATEMENT, PLEASE ASK FOR CLARIFICATION IF YOU DO NOT UNDERSTAND ANY PART OF THIS APPLICATION.**

I understand that all employees of Hearthstone are hired and evaluated not only on the basis of their knowledge, skills and abilities as they relate to specific job duties, but also on legitimate work-related criteria such as attitude, dependability, initiative and a capacity for truly caring for Hearthstone's residents, resulting in both individual success and the fulfillment of stated mission, vision and values.

I understand that as an employee of Hearthstone, I am also a "guest" in the "home" of the residents, and as such I must demonstrate patience, flexibility and respect, be an effective communicator, (listening, speaking and writing), and maintain a clean, well-kept appearance at all times.

I understand that this application remains current for only 30 days and that a representative of Hearthstone will contact me within that timeframe if a job opportunity exists that is a good match for my interests and experience.

I understand that Hearthstone does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by law.

I understand that the hiring process includes reference checks, criminal background check, post-offer drug screen and verification of employment eligibility, and agree to provide the information necessary to complete these processes, (including social security number and birth date), in an effective and timely manner. I give my authorization to all parties involved in this process to verify information provided during the hiring process and my suitability for employment at Hearthstone, and release them from any/all liability as long as the information is provided and used lawfully and in good faith. I also understand that any offer of employment is contingent on my successfully completing all aspects of the hiring process.

I understand that if I am hired, my employment is "at-will" meaning that Hearthstone or I may end the employment relationship at any time, with or without cause and with or without prior notice, except as prohibited by law. I further understand that this "at will" status cannot be changed except in a written agreement specifically addressing this status and signed by me, the General Administrator of the facility and a member of Hearthstone Management Services.

I certify that all information I have provided as part of the application process is true, complete and accurate, and that if any information is found to be false or misleading, I will be eliminated from consideration for employment or immediately discharged once hired, whenever it is discovered.

**I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND AND ACCEPT ALL TERMS OF THE APPLICATION PROCESS STATED ABOVE.**

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

FOR USE ONLY BY HUMAN RESOURCES AND/OR THE HIRING SUPERVISOR

REFERRED TO HIRING SUPERVISOR ON \_\_\_\_\_ COMMENTS \_\_\_\_\_

INTERVIEW?  Yes  No  Hold for further review COMMENTS \_\_\_\_\_

APPLICANT CONTACTED ON \_\_\_\_\_ INTERVIEW SCHEDULED FOR \_\_\_\_\_ BY \_\_\_\_\_

RECOMMEND HIRE?  Yes  No COMMENTS \_\_\_\_\_

ADDITIONAL REMARKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_