



GARDENHOUSE
M O R R O B A Y

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

First Name: _____ Middle Name: _____ Last Name: _____

Street Address: _____ City, State, Zip Code: _____

Phone Number: _____ Email Address: _____

Have you ever applied to/worked for Garden House before? Yes No

If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for Garden House? Yes No

If yes, state name & relationship: _____

If hired, would you have transportation to/from work? Yes No

Are you over the age of 18? Yes No

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Yes No

Have you been convicted of or pleaded no contest to a crime? Yes No

If yes, please state the nature of the crime(s), when and where convicted, and the disposition (final settlement) of the case: _____

If hired, are you willing to submit to a controlled substance test? Yes No

POSITION AND AVAILABILITY

Position Applying For: _____ Desired Salary: \$ _____ /hour

Are you applying for:

Temporary work – such as summer or holiday work? Yes No

Regular part-time work? Yes No

Regular full-time work? Yes No

If applying for temporary work, indicate your desired length of employment below:

Start date: _____ End date: _____

Days/Hours Available – please put hours available in boxes below days

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

--	--	--	--	--	--	--	--

Are you available to work overtime? Yes No

If hired, on what date can you start working? _____

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed: _____

EDUCATION, TRAINING AND EXPERIENCE

High School: _____ Number of years completed: _____
School City & State: _____ Did you graduate? Yes No
College / University: _____ Number of years completed: _____
Did you graduate? Yes No Degree / Diploma Earned: _____
Vocational School: _____ Number of years completed: _____
Did you graduate? Yes No Degree / Diploma Earned: _____
Have you ever served in the Military? Yes No
If yes: Branch: _____ Rank: _____ Years of Service: _____
Skills/Duties: _____ Related Details: _____

EMPLOYMENT HISTORY

Please detail each position for the past five years and account for any gaps in employment during that period. Please include additional page(s) if you need more room.

Are you currently employed? Yes No
If you are currently employed, may we contact your current employer? Yes No
Name of Employer: _____ Name of Supervisor: _____
Business Type: _____ Telephone Number: _____
Address: _____ City, State, Zip: _____
Length of Employment (Include Dates): _____
Position & Duties: _____
Reason for Leaving: _____

Name of Employer: _____ Name of Supervisor: _____
Business Type: _____ Telephone Number: _____
Address: _____ City, State, Zip: _____
Length of Employment (Include Dates): _____
Position & Duties: _____
Reason for Leaving: _____

May we contact this employer for references? Yes No

Name of Employer: _____ Name of Supervisor: _____
Business Type: _____ Telephone Number: _____
Address: _____ City, State, Zip: _____
Length of Employment (Include Dates): _____
Position & Duties: _____
Reason for Leaving: _____

May we contact this employer for references? Yes No

SKILLS AND QUALIFICATIONS

Do you speak, write or understand any foreign languages? Yes No

If yes, list which languages(s) and how fluent you consider yourself to be: _____

Qualifications: _____

Awards: _____

Certifications: _____

Training: _____

Licenses: _____

REFERENCES

List below three persons who have knowledge of your work performance within the last four years. Please include professional references only.

First and Last Name: _____ Phone Number: _____

Address: _____ City, state, zip: _____

Email Address: _____ Occupation: _____

How are you aquatinted: _____ Number of Years Acquainted: _____

First and Last Name: _____ Phone Number: _____

Address: _____ City, state, zip: _____

Email Address: _____ Occupation: _____

How are you aquatinted: _____ Number of Years Acquainted: _____

First and Last Name: _____ Phone Number: _____

Address: _____ City, state, zip: _____

Email Address: _____ Occupation: _____

How are you aquatinted: _____ Number of Years Acquainted: _____

CERTIFICATION

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment if I am hired. I authorize the verification of any and all information listed above.

Signature: _____ Date: _____

PLEASE RETURN APPLICATION TO:
GARDEN HOUSE, MORRO BAY
480 MAIN STREET, MORRO BAY, CA 93442
or kasey@gardenhousemorrobay.org

PRE-INTERVIEW QUESTIONNAIRE

1. In your opinion, what qualities do you possess in order to become a good caregiver (or why you think you will be a good caregiver).

2. Why are you interested in working at Garden House? _____

3. Describe a time when you have used good teamwork. _____

4. What aspects of a job do you find most likely to wear you down or discourage you? _____

5. What is your proudest achievement outside of work? _____

6. Describe the last time someone did something kind for you. What made you appreciate it?

7. What personality trait(s) of yours do you think makes you most valuable to employers? _____

8. Describe what character traits you feel you possess in order to work successfully in the senior-care field? _____

9. What challenges have you experienced while working with people with physical disabilities and what did you do to overcome these challenges? _____

10. Describe a specific situation while working with a disabled/challenged individual. What learned skills did you use to make the situation less stressful and/or more successful? What part of the experience was most difficult and what was most meaningful to you?

11. Tell me about a time when you made a mistake at a past job. What did you do to correct it?

12. Tell me about your favorite past job and what made it so rewarding? _____

13. Describe for me how the experience on your resume has helped you build skills to be a good caregiver.

14. If a resident of yours refused to (take a shower, eat their meal, go to the bathroom, etc.), how would you deal with the situation? _____

15. Imagine that you decide you need in-home care for yourself. Describe the kind of caregiver you would want. _____

16. If you are hired here, what will you do on your own initiative to make yourself the best employee you can be? _____

Please tell me a little about yourself: _____

Do you have any questions or want to add anything? _____
