

# GRANITE HOUSE OF HELP LLC

## EMPLOYMENT APPLICATION

**APPLICANT NOTE:** This application form is intended for use in evaluating your qualifications for employment with us, an independently owned and operated **Granite House of Help LLC**. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment begins, terminating employment. All qualified applicants will receive consideration and will be treated throughout their employment without regard to race, color, religion, sex, national origin, age, disability, or any other protected class status under applicable law. Additional testing for the presence of illegal drugs in your body may be required prior to employment.

### PERSONAL INFORMATION

Today's Date: \_\_\_\_\_

Positions(s) Applied For: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_  
Street City State Zip Code

Previous Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

Emergency Contact(s): \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Name Phone

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Name Phone

Valid Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Make & Model of Vehicle: \_\_\_\_\_ Year of vehicle: \_\_\_\_\_

Auto In Co: \_\_\_\_\_ Policy # \_\_\_\_\_ Exp Date: \_\_\_\_\_

Have you ever applied here before? **Yes / No** If yes, when? \_\_\_\_\_

Have you ever been employed here before? **Yes / No** If yes, when? \_\_\_\_\_

How did you hear about our Granite House of Help LLC? \_\_\_\_\_

Have you have been given a copy of the job description for the position for which you have applied to review. **Yes / No**  
Are you able to perform the essential functions of the job for which you are applying with or without a reasonable accommodation?  
**Yes / No**

Why are you interested in employment with us? \_\_\_\_\_

### AVAILABILITY

Due to the nature of the business, no guarantee can be made as to the schedule or the number of hours worked.

What date are you available to begin work? \_\_\_\_\_

Please complete all areas of availability:

\_\_\_\_\_Mornings \_\_\_\_\_Afternoon \_\_\_\_\_Evenings \_\_\_\_\_Overnights \_\_\_\_\_Weekdays \_\_\_\_\_Weekends

Please indicate the days of the week as well as the earliest and latest times that you are available for work.

|       |       | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|-------|--------|---------|-----------|----------|--------|----------|--------|
| Shift | From: |        |         |           |          |        |          |        |
|       | To:   |        |         |           |          |        |          |        |

**PREFERENCES**

Please indicate the types of services which you are willing to provide:

|                           |                            |                                  |
|---------------------------|----------------------------|----------------------------------|
| Companionship             | Housekeeping (dust/vacuum) | Errands/Shopping/Transportation* |
| Meal Preparation          | Laundry/Ironing            | Personal Care                    |
| Activities (games/crafts) | Medication Reminders       | Dementia/Alzheimer's Care        |

*\*To be able to provide transportation or run errands, you will be required to have a valid driver's license and current auto insurance. A motor vehicle record check will be conducted, and proof of insurance will be required.*

Are you willing to provide service to a client with a pet? Yes / No If yes, which ones: \_\_\_\_\_Cats \_\_\_\_\_Dogs

Are you willing to provide service to a client that smokes? Yes / No

**JOB RELATED SKILLS**

Describe any training or life skills you have that apply to caring for a senior:

\_\_\_\_\_

Describe any work history you have that would apply to caring for a senior: \_\_\_\_\_

\_\_\_\_\_

What do you like (or think you would like) most about working with older adults? \_\_\_\_\_

\_\_\_\_\_

What do you like (or think you would like) least about working with older adults? \_\_\_\_\_

\_\_\_\_\_

What personal rewards do you get from working with seniors? \_\_\_\_\_

\_\_\_\_\_

**EDUCATION \***

Please circle highest grade completed:

Grade School: 6 7 8      High School: 9 10 11 12      College: 13 14 15 16 16+

| School Type          | School Name | City, State | Major/Subject | # Yrs Attended | Graduate |
|----------------------|-------------|-------------|---------------|----------------|----------|
| High School          |             |             |               |                | Y / N    |
| Vocational/Technical |             |             |               |                | Y / N    |
| College/University   |             |             |               |                | Y / N    |

\*For employment our minimum education requirement is either a GED or High School diploma

**WORK HISTORY**

Your application will not be considered unless all questions in this section are answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are essential.

**MOST RECENT EMPLOYER**

Are you currently working for this employer? **Yes / No** If yes, may we contact? **Yes / No**

\_\_\_\_\_  
Company Name City State (\_\_\_\_\_) Phone Number

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_  
Job Title Supervisor's Name

Duties

\$ \_\_\_\_\_ per \_\_\_\_\_  
Salary (Hour, Week, Month) Reason for Leaving

**SECOND MOST RECENT EMPLOYER**

\_\_\_\_\_  
Company Name City State (\_\_\_\_\_) Phone Number

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_  
Job Title Supervisor's Name

Duties

\$ \_\_\_\_\_ per \_\_\_\_\_  
Salary (Hour, Week, Month) Reason for Leaving

**THIRD MOST RECENT EMPLOYER**

\_\_\_\_\_  
Company Name City State (\_\_\_\_\_) Phone Number

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_  
Job Title Supervisor's Name

Duties

\$ \_\_\_\_\_ per \_\_\_\_\_  
Salary (Hour, Week, Month) Reason for Leaving

**SECURITY**

\*\*\*\*\*Please be sure to complete the attached Authorization to do a criminal and motor vehicle background check.

As a condition of employment all employees must be "Bondable" & "Insurable". Are you at least 19 years of age? **Yes / No**

List states *and* counties of residence for the past seven years:

\_\_\_\_\_

Have you had any moving traffic violations? **Yes / No** If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Have you been charged/convicted of a felony and/or misdemeanor/or served time **Yes / No** If yes, please describe:

Incident City/State Charge

1) \_\_\_\_\_

2) \_\_\_\_\_

Have you ever been a charged perpetrator or appeared on any child abuse registry in the last 5 years? **Yes or No.**

**REFERENCES (Do not include relatives)**

Please complete all six references. Your application will not be considered unless six references are provided. Since we will contact these references, please notify them in advance. If we are unable to reach all 6 references, you will be asked to provide additional references.

| Full Name | Phone Number   | Best Time of Day to Call | Relationship | Number of Years Known |
|-----------|----------------|--------------------------|--------------|-----------------------|
| 1)        | H ( )<br>W ( ) | AM / PM<br>AM / PM       |              |                       |
| 2)        | H ( )<br>W ( ) | AM / PM<br>AM / PM       |              |                       |
| 3)        | H ( )<br>W ( ) | AM / PM<br>AM / PM       |              |                       |

**CERTIFICATION AND RELEASE:** I certify that I have read and understand the applicant note on page one (1) of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer-reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records.

My signature below acknowledges that I have read, understand, and agree to the above disclosure. I also understand that due to the nature of the business, no amount of work can be guaranteed.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**