



P.O. Box 845
Jenison, MI · 49429-0845
hello@harmonycommunities.org

APPLICATION FOR EMPLOYMENT

Harmony Communities is an Equal Opportunity Employer

Type of work you are seeking (check all that apply):

- Full-time Home Manager Part-time Resident Living Assistant Full-Time Resident Living Assistant
 Administrative Assistant Development Director Other _____

(Please print or type) Name _____

Street address _____

City _____ State _____ Zip _____ Cell phone _____

Email address _____ Home phone _____

How did you hear about this position?

Why are you interested in this position?

- Are you at least 18 years old? Yes No
Have you applied here before? Yes No If yes give date:
Have you ever been employed here before? Yes No
If yes give dates and reason for leaving:

Are you legally eligible for employment in this country? Yes No

Date available for work? _____ Work location preferences or restrictions: _____

Placement desired: Men's Home Women's Home Either Home

Are you currently employed at another job Yes No
If yes, what are your days and hours?

Do you have any restrictions on the hours you can work? Yes No If yes, please explain:

Have you had at least one year experience working with persons experiencing developmental disabilities?
 Yes No If yes, please describe:

If applying for a position that requires driving, do you have a valid driver's license? Yes No
If no, please explain:

Have you been provided a job description for the position for which you are applying? Yes No
Are you able to perform the essential functions of the position, with or without accommodation? Yes No

Harmony Communities requires a copy of all original education and training certificates in order to verify that you meet the requirements of any job for which you are applying.

High School diploma or GED obtained? Yes No

Higher Education:

School: _____ Location: _____

Highest level completed _____ Degree or Diploma _____ Major _____

School: _____ Location: _____

Highest level completed _____ Degree or Diploma _____ Major _____

Have you received training from the Michigan Department of Health and Human Services, or Community Mental Health? Yes No If yes, explain what training:

Other current certifications such as CPR, First Aid:

Summarize special skills and qualifications you acquired from prior employment, training, or experiences that may qualify you for a job within this organization.

EMPLOYMENT & VOLUNTEER HISTORY, References

List your last four employers or volunteer activities, starting with the most recent. Indicate whether we may contact for a reference. **At least 3 work/volunteer related references are required.**

Most recent employer _____ Start date _____

Address _____ End date _____

Job title _____ Ending pay rate _____

Primary job duties:

Reason for leaving:

Supervisor _____ Supervisor Title _____

May we contact? Yes No Phone _____ Email _____

Employer _____ Start date _____

Address _____ End date _____

Job title _____ Ending pay rate _____

Primary job duties:

Reason for leaving:

Supervisor _____ Supervisor Title _____

May we contact? Yes No Phone _____ Email _____

Employer _____ Start date _____

Address _____ End date _____

Job title _____ Ending pay rate _____

Primary job duties:

Reason for leaving:

Supervisor _____ Supervisor Title _____

May we contact? Yes No Phone _____ Email _____

Employer _____ Start date _____

Address _____ End date _____

Job title _____ Ending pay rate _____

Primary job duties:

Reason for leaving:

Supervisor _____ Supervisor Title _____

May we contact? Yes No Phone _____ Email _____

PERSONAL References

List the names and contact information of **at least 2 persons** who are not related to you, who have known you for at least 3 years, whom we may contact for a personal reference.

Name _____ Phone _____

Address _____ Email _____

Relationship to you _____

Name _____ Phone _____

Address _____ Email _____

Relationship to you _____

Name _____ Phone _____

Address _____ Email _____

Relationship to you _____

I hereby give Harmony Communities (HH) my permission to contact the above employers, references, and educational institutions to verify the items I listed above. I hereby release Harmony Communities and the above referenced organizations, referenced persons and employers from all claims, liability and damages that may result from furnishing the information to HH. I expressly and fully waive all written notice and agree to the divulging of any disciplinary reports, letters of reprimand, or other disciplinary action by all prior employers. I consent to releasing any information related to my job performance which is documented in my personnel file.

I hereby consent to the release of this application or portions of this application to representatives of departments of Commerce/Department of Consumer and Industry Services, Family Independence Agency, Department of Community Mental Health, local Community Mental Health agencies, state law enforcement agencies, or other governmental or private agencies for all licensing or investigatory purposes and to verify information I have listed in this job application.

I certify that the information contained in this application is correct. I understand that falsification, misrepresentation, or omission of information on this application may prohibit hiring or may be grounds for termination. In completing this application and submitting it to Harmony Communities, I understand that any job offer is contingent upon 1) my ability to satisfactorily pass a physical exam if required for the position; 2) satisfactory results of a drug screen, criminal history check, and driving record check; 3) satisfactory results of reference checks; and 4) satisfactory check of my education and training credentials.

Signature of Applicant _____ Date _____

Please forward application to bfolkert@georgetownharmonyhomes.org, or mail to Harmony Communities, P.O. Box 845, Jenison, MI 49429