

Hearthstone

Applicant Information



Thank you for your interest in becoming part of the Hearthstone Team. We think you will find our approach to caring for and serving our residents different from that of most other facilities and we think that is the secret of our success.

Below is some advice we encourage you take the time to review before you complete the employment application to become a Team Member at Hearthstone. The application is designed not just to provide a history of your work experience so far, but to also provide you with the opportunity to “sell yourself” with some open-ended questions that will allow you to express what type of work you enjoy and what it is about Hearthstone that makes you want to be part of it. Our experience has been that people who are simply looking for any job do not usually succeed here for very long because our residents want and deserve staff who will make a real connection with them. To put it another way, employment at Hearthstone involves committed use of your heart, as well as your head, hands and feet.

That said, please review the individual job postings and Hearthstone’s statement of mission, vision and values to help you better express the connection between you, your qualifications and your goals, and the specifics of what we are looking for in the job and as a member of our community. If you need more information to help explore that connection, including talking with a member of the staff or taking a brief tour of our facility, please do not hesitate to ask.

The Hearthstone Management Team

SOME HELPFUL INSIGHT AND ADVICE FOR APPLICANTS

- 1) If you are not able to complete your application at this time, feel free to take it home, if necessary. Be sure to fill it out **completely**. If you do not understand some aspect of the application or the statements we are asking you to agree to, please ask us. (We are a work environment that encourages people to ask good questions.) Even if you are attaching a resume or other materials, the information you provide on the application is your opportunity to tell us “why you would make a great employee” and will be the primary basis of whether we decide to bring you in for an interview or not.
- 2) We will verify all information you give us on your application. Any false or misleading statements will disqualify you from consideration. We are not as concerned with **what** you tell us as we are that you tell us the truth. Honesty is always the best policy, especially if you hope to become part of our team.
- 3) We will also verify your references, including obtaining feedback as to your work effectiveness from past employers. If we cannot check your references, we cannot consider you for employment, so be sure to list valid names and phone numbers. Please be sure that everyone you list knows to expect a call from us and has your permission to talk with us. It may take a little effort on your part, but it will be well worth it if it breaks down an obstacle to getting employed.
- 4) We are committed to maintaining a drug-free workplace, meaning that we do a post-offer drug test, as well as “for cause” testing. We do not tolerate the possession of drugs or alcohol on the premises nor do we permit our staff to work under the influence of drugs or alcohol, and we only seek potential employees with that same commitment.
- 5) Be as accurate and as flexible as possible when identifying the times you would be available to work. Carefully distinguish the difference between when you **want** to work and when you **can** work given your individual situation. If you can only work three days a week at a specific time, we may have something for you. If your work availability is more flexible, even involving some of the less desirable shifts, that may allow us to consider you for more open positions and available schedules.
- 6) Take full advantage of this opportunity to help **us** make the “connection” by taking the time and effort to learn a little bit more than the average applicant about Hearthstone and the expectations of the job. The first page of the application allows you to essentially tell us why we should interview you. Remember, the goal of the application is to get in the door for an interview, so for now just give us an honest, concise assessment of the “greatest hits” of your experience, personality, work ethic, past accomplishments, etc.

Completed applications may be mailed to Hearthstone at Murrayhill, Attn: HR Dept, 10880 SW Davies Road, Beaverton, OR 97008, may be dropped off at the Reception Desk at that same address or may be faxed to 503.521.3272.

Hearthstone is an equal opportunity employer

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

HAVE YOU BEEN FOUND TO HAVE COMMITTED ABUSE? [] Yes [] No

IF YES TO ABOVE QUESTIONS, 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:

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 _____

