



# HisAbility Home Care

6415 Cambridge, Dearborn Hgts., MI 48127

# Employment Application

## General Information

Your Name \_\_\_\_\_

Your email address \_\_\_\_\_

Address \_\_\_\_\_

Gender \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Date Of Birth \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Other Phone Number \_\_\_\_\_

## Employment Information

We are hiring experienced/certified caregivers & new additional services techs.

Please select your level of experience here:

- Companion     Caregiver for Family Member     Certified Nursing Assistant     Medical Assistant
- CPR Certified     Patient Care Tech     Nursing Tech     at least 2 yrs exp Health Aid
- Housekeeping     Outdoor Services

List your job knowledge or skills in non-medical direct care:

*example: bed baths, transfers, ROM, bowel/bladder care*

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List conditions you are familiar with:

*ex: Alzheimer's Disease, Parkinson's, Spinal Cord Injury*

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List your last three Employer's Names:

*(Example: "Happy Homecare")*

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Business References: List three of your past/present supervisors and contact information

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Schooling / Education: List all

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Tell us more about yourself:

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Do you have any physical restrictions that limit your ability to lift 50 lbs, bend, walk or clean a home? Yes No

Explain: \_\_\_\_\_  
\_\_\_\_\_

Are you taking any medications that would inhibit your ability to care for others? Yes No

Explain: \_\_\_\_\_  
\_\_\_\_\_

In which of the following "extra services" do you have experience? (select all that apply)

Yard Work  Snow Removal  Pet Care (dogs, cats, fish)  Driving/Transportation  Special Projects

Please name any additional experience you have in simple projects (painting porches, cleaning garages etc)

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## Interview Questions

1. Have you ever been convicted of a misdemeanor or felony? Yes No

2. This position may require driving on the job. Do you have a valid driver's license, current insurance and working car today? Yes No

3. If your transportation fails, how do you plan to get to work?

- Friend or Family will drive me
- Taxi
- Bus
- I would have to call off work
- Other \_\_\_\_\_

What other sources of transportation might you use in an emergency?



4. Which of these best describes your thoughts about honesty?

*(check all that apply)*

- People are usually honest unless they're in trouble.
- There are always consequences for dishonesty.
- You can't trust anyone really.
- I know a lot of people who would never lie.
- I would not even lie for my employer or my friend.
- There are levels of Honesty: unharmed white lies, hurtful lies, stealing little things, and criminal dishonesty
- I swear to tell the truth, the whole truth, and nothing in between. No white lies, grey, or in between

5. Which of these is true in your opinion?

*(check all that apply)*

- Everyone uses drugs at some point in his/her life
- Some people can keep a drug habit secretly for years.
- Most people get high on the weekends.
- People who avoid drugs are the most responsible

6. Which of these is true for you?

*(check all that apply)*

- I am trying to repair my credit history.
- I enjoy reconciling my checkbook.
- I have pretty good credit.
- I have excellent credit.
- I do not give out my credit history. It's personal.

7. Why do you think some people steal?

- Hard life, no money; they have no choice.
- They are addicted to it, like a drug habit.
- It's normal, most people try stealing at some point in their lives.
- They must have no conscience, (they don't care that it's wrong).
- Some people just make mistakes.
- Other \_\_\_\_\_

8. Why do you think most people in prison are there?

- They are falsely accused.
- Not smart enough to avoid the police.
- They make bad decisions.
- Some people are just unlucky.
- Other \_\_\_\_\_

9. Which of these statements describes your feelings about theft?

*(check all that apply)*

- Everyone takes things from work sometimes.
- No one should ever take something secretly from work.
- Employers buy enough office supplies to let employees take small items home.
- Employees are entitled to some office supplies to take home. They're perks.
- If I saw someone taking things from work, I'd report it.
- I told my employer about a dishonest employee before.
- I just mind my own business; I don't report anyone even if I see someone steal.



10. This job may require decisions with money. How do you handle your own money?

*(check all that apply)*

- I'm addicted to shopping.
- I prefer not to handle money.
- I like to gamble whenever I can because I win extra cash. That works well for me.
- I have my own checking account, debit card, savings and I know how to use them.
- I have worked with money as a cashier, teller or other trustworthy positions.
- I just use cash, nothing complicated.

11. With which of these statements do you agree?

*(check all that apply)*

- If everything goes well I'm on time.
- It is always my intention to be on time but emergencies do happen once in a while.
- I am rarely late for work, even in bad weather.
- I'm usually early for work, school and appointments. I hate being late.
- I usually run in the door to arrive barely on time or a minute late.
- I prefer flex time. If I arrive late, I'll stay late.

12. Some clients can have challenging personalities. Which types of people would you find too hard to work for?

*(check all that apply)*

- People who talk down to me.
- People who have a speech impediment.
- People who try to control me.
- People who do not speak English very well.
- Bossy people.
- People who think they are better than others.
- People who smoke.
- People who don't try to help themselves even though they can.
- Foreigners.
- People who are moody.
- People who have no sense of humor.
- People who gripe and complain.
- Difficult people don't bother me.
- Other types of people you can't work with: \_\_\_\_\_

13. Finish this sentence: Elderly or disabled people...

- ...make me uncomfortable.
- ...are always mentally slow, depressed and helpless.
- ...have no purpose left in life, they just exist.
- ...are very interesting to talk to and listen to.
- ...should be as active as possible, having fun.
- ...are grumpy sometimes but it doesn't bother me.
- Other \_\_\_\_\_

14. Finish this sentence: If anyone is rude to me...

- ...I snap back to put him in his place.
- ...I leave the scene, avoiding confrontation.
- ...I use a gentle answer.
- ...I go silent and ignore him.
- ...I shove him to let him know not to mess with me.
- Other \_\_\_\_\_



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15. Ways that I try to save money include...

- I use coupons.
- I don't claim all that I earn on my tax return.
- I sneak my (friends, kids, myself) into movie theatres.
- I watch the papers for sales.
- I make copies of rental movies instead of buying them.
- I get discounts by shopping where my friends work.
- Other \_\_\_\_\_

16. In spending time with clients on the job, you may have conversations about things you enjoy. Using your discretion, which of the following past times are appropriate discussion subjects or activities?

*(check all that apply)*

- TV shows I like: \_\_\_\_\_
- Books I like: \_\_\_\_\_
- Horoscopes
- Politics
- Oija Boards and Seances
- Playing cards
- Gambling
- Getting high
- Movies
- Surfing for pornography
- Exchange Recipes
- Chess
- Gossip and life's problems
- Sewing or knitting
- Sexual habits
- Sports
- Getting drunk with friends
- Other \_\_\_\_\_

17. Reasons why I have called off work with less than 24 hours notice:

*(check all that apply)*

- I was ill.
- Not enough money to buy gas.
- Family member is sick.
- Appointment I forgot about.
- Emergency in the family.
- Flat tire.
- Car accident.
- My babysitter was unable to help me.
- My pet was sick, ran away, etc.
- No busses running that day.
- Evicted.
- Funeral.
- Lost car keys.
- Other \_\_\_\_\_



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18. Reasons why you have been late for work:

*(check all that apply)*

- Overslept.
- Flat tire.
- Car accident.
- Bad weather.
- Misunderstanding schedule.
- Office communication error.
- Traffic.
- Speeding ticket.
- Other \_\_\_\_\_

19. Until what date (approx) were you last employed?

- I'm presently employed.
- Date: \_\_\_\_\_

20. What was your last job and how did it end?

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21. What did you like most about your last job?

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22. What did you like least about your last employer?

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23. Finish this sentence:

When a co-worker or client tells me the latest complaint about another co-worker or office employee,...

- I listen politely .
- I add my opinion.
- I ask questions to validate the complaint.
- I pass on the complaints to others to warn them.
- I change the subject quickly so as not to gossip.
- Other \_\_\_\_\_



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I hereby certify that the information given by me is true and complete to the best of my knowledge and belief. I further authorize investigation of all statements I have made. Misrepresentations, falsification, or omission of facts called for in this application or in the interview process is cause for cancellation of this application or termination of employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_