



## Application and Pre-Employment Requirements

1. Applicant must be 19 years of age or older
2. Applicant must have a current BC Class 5 Driver's License
3. Pre-Employment Requirements:
  - Criminal Record Search** (following an interview, a Criminal Record Check done through the Ministry of Public Safety and Solicitor General will be required)
  - Doctor's Note of Good Health**
  - Tuberculosis Screening** (available at your local Health Unit)
  - Driving Record Abstract** (available at your local Motor Vehicle Branch)
  - Emergency Red Cross First Aid Certificate** (or approved equivalent)
  - Class 4 Driver's License** (unrestricted)
  - Certification of training per position requirements**  
Example: "Community Support Worker" certificate (or registration with Communitas for the Introduction to Community Support Work modules before hire).

**Priority consideration will be given to applicants who submit above requirements with their application. Applicants may be interviewed prior to submitting these requirements. Final confirmation of hiring will take place after requirements have been submitted and approved.**

4. Applicant must be fluent in both written and verbal English
5. Applicant must be willing to work a variety of shifts, including evenings and weekends
6. Applicant is required to fill out this Application Form **in its entirety**

***We thank all applicants for their interest; however only those applicants selected for an interview will be contacted.***



103 – 2776 Bourquin Cresc. West  
Abbotsford, BC V2S 6A4

Tel: 604.850.6608  
Toll free: 1 800.622.5455  
Fax: 604.850.2634  
Email: hr@CommunitasCare.com

## PRE-EMPLOYMENT PHYSICIAN'S WAIVER

Communitas Supportive Care is a service provider and resource for people living with mental and physical disabilities. The emotional stresses of the field require that employees be able to cope with the demands and the repetitive needs of the people being supported.

In order to ensure the safety of the individual employee, and the ultimate safety of the persons assigned to their care we require a statement that this employee is mentally, emotionally and physically capable of performing their job duties.

This position requires constant physical activity, including bending, lifting, pulling, pushing, stretching, and kneeling in order to care for their assigned residents/clients, as well as for the transfer of equipment.

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### DOCTOR'S VERIFICATION

In my opinion \_\_\_\_\_ is free of infectious / communicable / contagious diseases and is physically and mentally able to perform the job duties described above, supporting adults with mental and physical disabilities.

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctor's Name \_\_\_\_\_  
(please print)

Doctor's Signature \_\_\_\_\_

Date \_\_\_\_\_

(Space provided for Dr's stamp)



**Applicants return form to:**  
 Communitas Supportive Care  
 Attn: Human Resources  
 103 - 2776 Bourquin Cres. West  
 Abbotsford, BC V2S 6A4  
 Ph: (604) 850-6608  
 Fax: (604) 850-2634  
 Email: [hr@CommunitasCare.com](mailto:hr@CommunitasCare.com)  
 Web: [www.CommunitasCare.com](http://www.CommunitasCare.com)

# EMPLOYMENT APPLICATION FORM

Unless otherwise indicated, **this is not considered an application for a specific position.** Complete the form in its entirety, **using extra sheets if required.**

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_ Daytime/Cell Phone \_\_\_\_\_  
Box/Apartment/Street

City \_\_\_\_\_ Prov \_\_\_\_\_ PC \_\_\_\_\_ Email \_\_\_\_\_

1. Are you at least 19 years of age at the date of application? Y  N
2. Are you legally entitled to work in Canada? Y  N
3. Do you have a valid BC driver's license? Y  N  If yes, what class? \_\_\_\_\_

If you currently hold a Class 7 license, on what date will you be eligible to obtain a Class 5? \_\_\_\_\_

4. For what type of work or position are you applying? \_\_\_\_\_
5. Please indicate the date you are available to begin work. \_\_\_\_\_

6. What classification of employment are you seeking? Full time  Part time  Casual  Anything available

7. With the understanding that Communitas provides 24hr / 7 day per week care for the people we support, are you willing to take on shift work hours as assigned? Y  N

8. Supporting people with disabilities and seniors often involves some transferring of residents. Describe any limitations you may have in regards to your ability to lift.

9. Describe any known allergies (e.g. pets, foods) and any limitations you may have relating to them.

10. Please list two former employers and two personal references (peer group, fellow employee, family friend) who are in a position to judge your general character, motivation and employment record and who can evaluate your qualifications for the work in which you are interested. **DO NOT** include relatives.

**Note: We are unable to proceed with the hiring process until complete references are supplied.**

	Name	Occupation	Company	Phone	Email
<b>Former Employer</b>	1.			W: C:	
	2.			W: C:	
	Name	Occupation	Relationship	Phone	Email
<b>Personal</b>	1.			H: W:	
	2.			H: W:	



16. Why are you applying to Communitas Supportive Care?

17. Describe any experience you have working with people with disabilities, mental illness, or with seniors.

18. In terms of your personal life goals, what is most important to you?

19. How do you view difficulties in life such as pain, disability, and tragedy?

20. What is your attitude toward the use of violence in resolving conflicts or achieving objectives, whether personal, group or national?

21. How did you first hear about Communitas?  College Recruitment  On-line job posting  Friend, other person  
 Church  Communitas Website  Other \_\_\_\_\_
22. Who was most influential in your decision to apply to Communitas?  Current Communitas Staff  Communitas Alumni  
 Pastor  Friend  
 Family  Other \_\_\_\_\_



**BELIEFS AND VALUES**

**Christian Faith:** *We believe in Jesus Christ, God's Son, as the revelation of God and as Savior and Lord of all who accept Him by faith. We believe that the Christian church is composed of those who commit themselves to live under His Lordship and to share with each other. Christian love is a central quality of the Christian faith and becomes the basis for our relationship with all people, regardless of creed, ethnic origin, nationality, sex or political view. Our response to human conflict, injustice, war and racial tension is based on the biblical teachings of non-violence. The service ministry of Communitas Supportive Care Society is established as a positive expression of this understanding.*

**Mission Statement:** *Communitas is a service provider, advocate and resource for persons living and dealing with mental, physical and/or emotional disabilities. Since all human life is created in the image of God, Communitas will seek to show God's love to all persons and serve them with dignity and respect.*

**Philosophy of Service:** *The ministries of Communitas are performed in the name of Christ, arising in response to human need and the call to Christian discipleship. The program uses personnel with a wide variety of skills, backgrounds and levels of education and maturity. It is hoped that both personnel and program can serve as channels for healing and reconciliation in a broken and divided world.*

**Personal Qualities:** *People are carefully selected for assignments, taking into account the resources of the individual and the demands of the assignment. An attempt is made to select personnel who:*

- ◆ *are ready to identify with and participate in the life and activity of the Christian church and the community where assigned*
- ◆ *are committed to a life of non-violence and respect for all people*
- ◆ *possess the personal, emotional and vocational resources needed for creative work in this field of service*
- ◆ *demonstrate the resilience needed for adjustment to new ideas and cultures*
- ◆ *are willing to be responsible to a team*
- ◆ *are capable of working within the framework of program goals, and able to work at problems of program and human relations with honesty and openness*
- ◆ *are willing to be mutually supportive of each other and respectful to other cultures and beliefs and to our supporting constituency*

*Respond as desired to the statements above.*

**CERTIFICATION:** My signature below certifies that all information in this application is correct and complete to the best of my knowledge and belief and that I understand that intentionally false information could result in refusal of employment or discharge. I also authorize the employers, schools, or persons named above to provide information regarding my employment, education, character, and qualifications.

Name (please print): \_\_\_\_\_

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

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

