

# GLOBE STAR

*"Mentoring a Spirit of Gentleness"*



## Crewmember Application

**APPLICANT NAME:** \_\_\_\_\_

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

### **Minimal requirements for employment**

- Interest in the commitment to serve and improve the quality of life for individuals with developmental, physical or mental disabilities.
- Kind, compassionate, and caring.
- Be of good moral character.
- Negative TB (Mantoux) test or chest x-ray.
- Indiana State and County criminal history check.
- Current Driver's License and valid vehicle insurance.
- Be able to work evenings and weekends.

### **The Crewmember must also fulfill basic State requirements for direct care staff (460 IAC 6-14-5):**

- Be at least eighteen (18) years of age.
- Demonstrate the ability to communicate adequately in order to:
  - a. Complete required forms and reports of visits; and
  - b. Follow oral or written instructions.
- Demonstrate the ability to provide services according to the individual's plan;
- Demonstrate willingness to accept supervision; and
- Demonstrate an interest in and empathy for individuals.

The Crewmember must have the skills to coordinate the records, documentation, correspondence, and miscellaneous duties in proportion to the programming for the individuals being served.

The Crewmember will have knowledge of mental retardation, mental illness, human behavior, Gentle Teaching, quality of life, and relationships.

The Crewmember will have the ability to develop and maintain positive working relationships with the direct care staff and individuals and to deal positively with persons outside the facility.

The Crewmember must have maturity and judgment to work with materials of a confidential nature.

# APPLICATION TO FACILITATE A SPIRIT OF GENTLENESS

The application to facilitate a spirit of gentleness is a tool we use to identify what is important to you, the crewmember who is providing services, by evaluating the eight quality of life values and life experiences that have been a part of those values. (Please print.)

## Personal Information

Name: Last First Middle

Present Address

City County State Zip

Permanent Address (if different than above)

City County State Zip

## Previous Addresses (for the last three years)

Previous Address

City County State Zip

Dates Resided: From \_\_\_\_\_ to \_\_\_\_\_

Previous Address

City County State Zip

Dates Resided: From \_\_\_\_\_ to \_\_\_\_\_

Previous Address

City County State Zip

Dates Resided: From \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

(\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_  
Telephone

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

## THE QUALITY OF LIFE VALUES

**Directions:** Please complete the following questions. If more space is needed, please write on the back of the application.

**1. Bodily Integrity** (Receiving proper medical coverage to be healthy, being a role model by wearing casual work clothes, being decently clothed, being clean, being well fed, etc.)

a. Globe Star provides health insurance to ensure your value of bodily integrity. Please describe any concerns or needs with health insurance. Identify any issues such as cost, coverage for family members, etc.

b. Globe Star identifies one must be a role model for being groomed and wearing causal work attire. Please describe any concerns or issues you might have in following the framework of this role:

c. What health issues are important to consider when working with individuals with disabilities?

d. Part of your time caregiving will include eating with others. Please describe your value of eating healthy.

e. Another part of your time caregiving will be spent exercising with others. Please describe your value of exercising daily.

f. Globe Star prohibits crewmembers from smoking while working with an individual receiving services. Please describe any difficulties you might have.

g. Crewmembers are required to ensure the health and well-being of the individual receiving services. Please describe any concerns you might have with ensuring the value of bodily integrity (i.e., helping someone in dressing, showering, brush teeth, etc.).

h. Working as a crewmember requires us to transfer individuals from one area to another area. Please describe any limitation you might have in this important role.

**2. Feeling Safe** (wanting to be with others, not being afraid of people with whom you live, not being afraid to go outside, feeling relaxed in interactions with others, etc.)

a. Globe Star provides services within many different communities. Please describe any issues or areas that would limit your ability to provide services.

b. Globe Star provides services for individuals with developmental disabilities. Please describe your past experiences and desire to work with the individuals we are serving, especially individuals with very difficult behaviors.

c. What can you do to help individuals with disabilities feel safe?

d. Globe Star's mission is to build companionship and community. Integrating individuals into their own community is a very important role. Please describe any reason that would limit your ability to nurture and teach others to be with others and be relaxed with others while in the community.

e. Globe Star believes that families and friends of the individuals we are serving would be welcome at anytime. Please describe how you would welcome the individual's family and friends.

f. Globe Star crewmembers facilitate the improvement of quality of life for individuals with disabilities. What are some of things you can do as a Globe Star employee to strengthen quality of life for the individuals we serve?

g. How can you protect the rights of persons with disabilities?

Globe Star identifies that there are many different ways to communicate to each other to feel valued. Please describe the way you are able to communicate daily needs and wants to feel valued:

| <b>Communicative Function</b>                | <b>The Way You Communicate</b> |
|--|--------------------------------|
| To request clarification                     |                                |
| To request help                              |                                |
| To indicate confusion or unhappiness         |                                |
| To protest or reject a situation or activity |                                |

Globe Star identifies that there are many different ways to value to each other. Please describe the way you need to be valued:

| <b>Elements of Companionship</b>                             | <b>The way you need to be treated by others</b> |
|--|---|
| Interactions with others                                     |   |
| Dialogue with others   |   |
| Feeling of protection with others                            |   |
| Being Rewarded   |   |
| Having a Sense of Companionship                              |   |
| Being Engaged wit Others                                     |   |
| Purpose of the work relationship                             |   |
| Your ability to respect the moment-to-moment needs           |   |
| Creating New Memories  |   |
| Making sure that the person deeply understands your language |   |

**3. Feeling Self-Worth** (seeing oneself as good, being recognized as a person, feeling pride, expressing personal gifts and talents)

a. Globe Star is a collection of crewmembers that mentor a spirit of gentleness. Please describe how you would mentor the individuals to express their personal gifts and talents:

b. Describe why integrity and honesty are important qualities to have when working with individuals with disabilities.

c. What does the word “interdependence” mean to you?

d. Globe Star has a diversity of talented crewmembers. Please describe your talents and gifts that can be used to mentor others.

e. In what ways can you continually develop your professionalism and knowledge pertaining to providing services to individuals with disabilities?

f. How can you show respect to individuals with disabilities?

g. Globe Star believes that crewmembers need a continuous learning base to enhance their tools and improve their quality of life. How does education fit into your quality of life?

h. Globe Star believes that there are many different ways to recognize crewmembers. Please describe ways you like to be valued.

i. How would you help individuals with disabilities realize their personal goals?

j. Globe Star is very proud of the services and our role as a crewmember to mentor the individuals we serve. Please describe your attitude and belief towards being a crewmember.

Please describe your educational history.

|                                   | <u>School Name/Location</u> | <u>Years Completed</u> | <u>Degree/Diploma</u> |
|-----------------------------------|-----------------------------|------------------------|-----------------------|
| High School                       | _____                       | _____                  | _____                 |
| College                           | _____                       | _____                  | _____                 |
| Graduate School or Tech. Training | _____                       | _____                  | _____                 |
| Other                             | _____                       | _____                  | _____                 |

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ Per \_\_\_\_\_

**4. Having a Life Structure** (sensing a life-plan, having daily routine, having your own rituals and beliefs)

a. Globe Star provides services 24/7 for the individuals we serve. Please describe the times and days that you would be able to provide services. Complete and attach the availability form (EF-004: Employee Schedule of Availability).

b. Globe Star believes strongly in teaching one to structure one’s life with personal rituals and beliefs. Please describe how you would engage in being a part of the individual’s daily routine. In addition, identify how you would engage in supporting the individual’s rituals and beliefs.

c. Globe Star believes in balancing one’s life with a daily discipline of organizing and planning one’s work life. Please describe the tools you use to balance, organize and plan your day.

d. What things can you do as a Globe Star crewmember to ensure quality of services?

**Please describe your work availability.**

|   |     |    |
|---|-----|----|
| If your application receives favorable consideration, when will you be available to begin work? |     |    |
| Do you have any objection to working overtime?  | Yes | No |
| Can you work overtime without prior notice?   | Yes | No |
| Can you work on Saturday?   | Yes | No |
| Can you work on Sunday?   | Yes | No |
| Can you travel if required by this position?  | Yes | No |
| Can you work on evenings?   | Yes | No |

**5. A Sense of Belongingness** (having a close circle of friends, loving others and being loved by others, having a home, feeling companionship)

a. Globe Star believes that we need a circle of friends to feel supported. Please describe your sense of companionship for individuals with developmental disabilities.

b. Globe Star identifies that one must have a home instead of a house. Please describe how you would support a home environment as opposed to a house.

c. How can the individual’s culture and ethnicity be considered when integrating into the community?

d. Globe Star identifies our role as placing unconditional valuing on the individual we are working with. Please describe your way of teaching, especially when the individual is struggling.

e. Globe Star has different positions in three different areas of services; i.e., community, mentoring and work life. What position are you applying for?

f. Is there any information we would need about your name or your use of another name for us to be able to check your work record?

Please specify:

g. Do you have any relatives who are presently (or have formerly been) employed by Globe Star?

h. How were you referred to Globe Star?

**6. Social Participation** (being able to have contact with the community, living between others, partaking in community-life)

a. Globe Star believes in community participation for individuals we serve. Please describe how can you provide community experiences for individuals we serve.

b. Describe your communication skills in terms of strengths and areas for improvement.

c. Do you feel that individuals with disabilities are able to interact with other members of their community? Explain.

d. Globe Star supports ethnic, cultural, and religious traditions for individuals we support. Please describe your support of the individual's culture and beliefs.

e. How can you help individuals with disabilities build companionship within their communities?

f. Globe Star supports the individual's attendance and participation in religious ceremonies of their choice. Please describe how you would support their attendance and participation?



Please list three references. *Please do not include relatives.*

1. \_\_\_\_\_  
Name Years Known

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Occupation Telephone

2. \_\_\_\_\_  
Name Years Known

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Occupation Telephone

3. \_\_\_\_\_  
Name Years Known

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Occupation Telephone

**7. Having Meaningful Daily Activities** (enjoying one's daily activities, having activities which fit in your life-plan)

a. Globe Star believes in doing things together with the individual we are serving. Please describe how you would engage with someone who already knows how to make his/her own bed.

b. Globe Star believes in doing things that are meaningful for the individual we are serving. Please describe how you would be a part of an activity that you might dislike doing or that you have no experience in doing.

c. How can you assist individuals with disabilities in making choices?

**8. Inner Contentment** (feeling inner harmony, free from traumatic experiences)

a. Globe Star supports individuals with very challenging behaviors. Please describe how you would support and react during times of crisis.

b. Globe Star believes the core to having a feeling of inner harmony starts with being safe and loved. Please describe how you would teach one to feel safe and loved.

c. What does *mentoring a spirit of gentleness* mean to you?

Have you ever been convicted of a felony? \_\_\_ Yes \_\_\_ No If yes, please explain:

**Additional information from you regarding your quality of life:**

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*My signature signifies that the above information has been explained to me and I understand the minimal requirements that are needed for being employed.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date