APPLICATION TO BECOME AN ASSISTANT

"We are people, with and without intellectual disabilities, sharing life in communities belonging to an International Federation. Mutual relationships and trust in God are at the heart of our journey together. We celebrate the unique value of every person and recognize our need of one another. "

Thank you for your interest in L'Arche USA. This application is the first step to becoming an assistant in a L'Arche community. Please take care to answer each of the questions below thoughtfully. The signature at the bottom of page 7 is required of all applicants.

We look forward to receiving your completed, signed application. Once we receive your completed application, you can expect to hear from someone within five days

Personal Information

Last Name:_____ First Name:_____ M.I._____

Present Address:	Permanent Address: (if different)
Street:_____	Street:_____
Apt. #:_____	Apt. #:_____
City:_____	City:_____
State:_____	State:_____
Zip:_____	Zip:_____
COUNTRY_____	COUNTRY_____

Telephone Home:_____Work:_____

Cell:_____

Which number is the best to reach you?_____

Email Address:_____

Are you at least 18___?

**Please note that we will need to verify that you meet the minimum age requirement for caregivers in the state in which you seek employment before an offer is final.*

Are you able to provide proof of your age if conditionally offered a position with L'Arche?
___YES ____ NO

APPLICANT TYPE

Please note: Some L'Arche communities recruit only live-in assistants and require at least a one-year commitment.

Please check one space for each item below.

Length of Service: ____ 1 Year + ____ 6-9 ____ 3-6 Months ____ Summer

Assistant Position Type: ____ LIVE-IN ____LIVE-OUT

Date available to begin service _____

If you are applying to one specific L'Arche community, which one are you applying to?
_____

If you are applying to L'Arche USA, do you have a first preference for a region within the US?
_____ YES _____ NO _____ N/A
If Yes: _____ EASTERN _____ CENTRAL _____ WESTERN

Are you open to being placed where the need is greatest? ____ YES ____NO

LANGUAGES

LANGUAGES YOU SPEAK & FLUENCY LEVEL (LIMITED, PROFICIENT, FLUENT):
1. _____ _____L_____P_____F
2. _____ _____L_____P_____F
3. _____ _____L_____P_____F

DRIVING

Ability to drive is a requirement of many L'Arche communities.

Do you have a current, valid United States driver's license? ____ YES ____NO
How many years have you been driving? _____
State License Issued: _____ Date Issued:_____

Do you have a current, valid international driver's license? ___ YES ____ NO

If you do not have either a United States or international driver's license, are you willing to obtain one? ____ YES ____ NO

If conditionally offered a position with L'Arche that requires you to drive, do you authorize L'Arche to review your driving record to the extent permitted in the state in which you are offered employment? ____ YES ____ NO

L'Arche USA has 18 communities across the United States. Each community, and the state in which the community is located, may have individual requirements for hire. L'Arche is committed to complying with all applicable state and local laws, regulations, and requirements.

BACKGROUND CLEARANCE

Each community requires criminal background check(s) as part of the hiring process. Please note that no offer is final until a criminal background check has been completed. Prior to a final offer from L'Arche, you will be required to disclose information regarding your criminal record and/or to authorize L'Arche to review your criminal record to the extent authorized by the law of the state in which you are offered employment.

ELIGIBILITY TO WORK IN THE UNITED STATES

Are you a United States citizen or otherwise authorized to work in the United States?
____ YES ____NO
**Please note that we will need to verify proof of employment eligibility before an offer is final.*

Are you able to provide proof of U.S. citizenship or proof of authorization to work in the United States if conditionally offered a position with L'Arche? ____ YES ____ NO

L'ARCHE EXPERIENCE

How did you first find out about L'Arche?

_____

_____

Have you lived or volunteered in a L'Arche community before? ____ YES ____NO
If yes, please list all communities, the dates you were there, and in what capacity were you involved.

_____

_____

If yes, may we contact each community listed above for a reference?

_____

Have you applied to any individual L'Arche USA community or L'Arche in another country?
If yes, please list.

_____

_____

EXPERIENCE WITH VULNERABLE POPULATIONS

Please list previous experiences (through work, volunteer opportunities, personal or family relationships, etc.) interacting with individuals with disabilities and/or other vulnerable populations.

_____

_____

_____

_____

_____

_____

EDUCATION AND WORK EXPERIENCE

Please note: You may include a resume listing education and employment background rather than complete the following information. You may also use additional pages than that provided if necessary. You may include any verified work performed on a volunteer basis.

Occupational Background: Please list the agency/employer, number of years employed, contact information, and title in chronological order from most recent backward.

1.	**Employer's Name** _____	**Position Title** _____	**Start Date – End Date** _____
	Reason for Leaving _____	**Address** _____ _____ _____	**Phone and/or Email** _____ _____
2.	**Employer's Name** _____	**Position Title** _____	**Start Date – End Date** _____
	Reason for Leaving _____	**Address** _____ _____ _____	**Phone and/or Email** _____ _____
3.	**Employer's Name** _____	**Position Title** _____	**Start Date – End Date** _____
	Reason for Leaving _____	**Address** _____ _____ _____	**Phone and/or Email** _____ _____
4.	**Employer's Name** _____	**Position Title** _____	**Start Date – End Date** _____
	Reason for Leaving _____	**Address** _____ _____ _____	**Phone and/or Email** _____ _____

Education Background: Please specify names of schools, colleges etc., your degree or certification type, and dates attended.

1.	**Institution Name** _____ **Major** _____	/ / / /	**Dates Attended** _____ **Degree or Certification** _____
2.	**Institution Name** _____ **Major** _____	/ / / /	**Dates Attended** _____ **Degree or Certification** _____
3.	**Institution Name** _____ **Major** _____	/ / / /	**Dates Attended** _____ **Degree or Certification** _____

Special Training: Please list certificates; courses; workshops; etc. relating to the work for which you are applying.

1._____

2._____

3._____

VOLUNTEER EXPERIENCE

List any additional volunteer experiences that have prepared you for work with L'Arche, including organization, type of work, and length of time volunteering.

_____
_____
_____
_____
_____
_____

REFERENCES

Please list four references, including at least two work supervisors, who have firsthand knowledge of you as an employee and/or your character. Please do not include family members as references.

1. Name:_____ Official Position:_____
   Organization name, if applicable:_____
   Address:_____
   City: _____ State: _____ Zip:_____
   Phone: Business: _____ Personal:_____
   Email: _____ Relationship to you:_____

2. Name:_____ Official Position:_____
   Organization name, if applicable:_____
   Address:_____
   City: _____ State: _____ Zip:_____
   Phone: Business: _____ Personal:_____
   Email: _____ Relationship to you:_____

3. Name:_____ Official Position:_____
   Organization name, if applicable:_____
   Address:_____
   City: _____ State: _____ Zip:_____
   Phone: Business: _____ Personal:_____
   Email: _____ Relationship to you:_____

4. Name:_____ Official Position:_____
   Organization name, if applicable:_____
   Address:_____
   City: _____ State: _____ Zip:_____
   Phone: Business: _____ Personal:_____
   Email: _____ Relationship to you:_____

Can we contact each person you have listed above as a reference?: ___ YES ___NO

SHORT ANSWER QUESTIONS

The following questions will give us a deeper sense of who you are and your interest in L'Arche. Please answer each question completely, attaching additional pages as needed.

1. Why are you interested in serving/working in L'Arche?

2. In regards to living in a L'Arche community, which includes adults with intellectual disabilities:

   a. What would you offer such a community (e.g. skills, experience, attitudes)?

   b. How might you benefit from living in such a community?

3. The Charter of the Communities of L'Arche embodies the mission of L'Arche. Please comment on your openness to live in a community that espouses these values.

4. What are your hobbies and interests?

"I, the undersigned, authorize L'Arche USA to conduct a complete investigation of all statements contained in this application. In the event of employment, I understand that falsification, misrepresentation or omission of facts requested on this application constitutes grounds for immediate dismissal. I certify that all information given in this form is true and accurate."

Signature:_____ Date:_____

L'Arche is an Equal Employment Opportunity Employer and will accept applications, hire qualified applicants, administer all terms and conditions of employment, and make available all benefits and compensations of employment without regard to race, color, religion, sex, national origin, disability (as defined by law), or age except when such constitutes a bona fide occupational qualification necessary to proper and efficient administration. L'Arche complies with all applicable federal, state, and local laws with regard to equal employment opportunity.

Charter of the Communities of L'Arche

L'Arche began in 1964 when Jean Vanier and Father Thomas Philippe, in response to a call from God, invited Raphael Simi and Philippe Seux, two men with intellectual disabilities, to come and share their life in the spirit of the Gospel and of the Beatitudes that Jesus preached.

From this first community, born in France, many other communities have developed in various cultural and religious traditions.

These communities, called into being by God, are united by the same vision and the same spirit of welcome, of sharing and simplicity.

I. Aims

1. The aim of L'Arche is to create communities that welcome people with intellectual disabilities. By this means L'Arche seeks to respond to the distress of those who are too often rejected, and to give them a valid place in society.

2. L'Arche seeks to reveal the particular gifts of people with intellectual disabilities who belong at the very heart of their communities and who call others to share their lives.

3. L'Arche knows that it cannot welcome everyone who has an intellectual disability. It seeks to offer not a solution but a sign, a sign that a society, to be truly human, must be founded on welcome and respect for the weak and the downtrodden.

4. In a divided world, L'Arche wants to be a sign of hope. Its communities, founded on covenant relationships between people of differing intellectual capacity, social origin, religion and culture, seek to be a sign of unity, faithfulness and reconciliation.

II. Fundamental Principles

1. Whatever their gifts or their limitations, people are all bound together in a common humanity. Everyone is of unique and sacred value, and everyone has the same dignity and the same rights. The fundamental rights of each person include the rights to life, to care, to a home, to education and to work. Also, since the deepest need of a human being is to love and to be loved, each person has a right to friendship, to communion and to a spiritual life.

2. If human beings are to develop their abilities and talents to the full, realizing all their potential as individuals, they need an environment that fosters personal growth. They need to form relationships with others within families and communities. They need to live in an atmosphere of trust, security and mutual affection. They need to be valued, accepted and supported in real and warm relationships.

3. People with intellectual disabilities often possess qualities of welcome, wonderment, spontaneity and directness. They are able to touch hearts and to call others to unity through their simplicity and vulnerability. In this way they are a living reminder to the wider world of the essential values of the heart without which knowledge, power and action lose their meaning and purpose.

4. Weakness and vulnerability in a person, far from being an obstacle to union with God, can foster it. It is often through weakness, recognized and accepted, that the liberating love of God is revealed.

5. In order to develop the inner freedom to which all people are called, and to grow in union with God, each person needs to have the opportunity of being rooted and nourished in a religious tradition.

III. The Communities

1. Communities of faith

L'Arche communities are communities of faith, rooted in prayer and trust in God. They seek to be guided by God and by their weakest members, through whom God's presence is revealed. Each community member is encouraged to discover and deepen his or her spiritual life and live it according to his or her particular faith and tradition. Those

who have no religious affiliation are also welcomed and respected in their freedom of conscience.

Communities are either of one faith or inter-religious. Those that are Christian are either of one church or inter-denominational. Each community maintains links with the appropriate religious authorities and its members are integrated with local churches or other places of worship.

Communities recognize that they have an ecumenical vocation and a mission to work for unity.

2. Called to unity
Unity is founded on the covenant of love to which God calls all the community members. This implies welcome and respect for differences. Such unity presupposes that the person with an intellectual disability is at the centre of community life.

This unity is built up over time and through faithfulness. Communities commit themselves to accompany their members (once their membership is confirmed) throughout their lives, if this is what those members want.

Home life is at the heart of a L'Arche community. The different members of a community are called to be one body. They live, work, pray and celebrate together, sharing their joys and their suffering and forgiving each other, as in a family. They have a simple life-style that gives priority to relationships.

The same sense of communion unites the various communities throughout the world. Bound together by solidarity and mutual commitment, they form a worldwide family.

3. Called to growth
L'Arche communities are places of hope. Each person according to his or her own vocation, is encouraged to grow in love, self-giving and wholeness, as well as in independence, competence
and the ability to make choices.

The communities wish to secure for their members education, work and therapeutic activities that will be a source of dignity, growth and fulfillment for them.

The communities wish to provide their members with the means to develop their spiritual life and deepen their union with and love of God and other people.

All community members are invited to participate, as far as possible, in decisions concerning them.

4. Integrated in society
L'Arche communities are open and welcoming to the world around them. They form an integral part of life in their localities, and seek to foster relationships with neighbors and friends.

The communities seek to be competent in all tasks they are called to accomplish.

The communities wish to enable people with intellectual disabilities to work, believing work to be an important means of integration.

The communities seek to work closely with:

- the families and guardians of people with intellectual disabilities,
- professionals,
- government authorities,
- and with all those who work in a spirit of justice and peace for people who have intellectual disabilities.

IV. Conclusion

L'Arche is deeply concerned with the distress of people who suffer injustice and rejection because they have intellectual disabilities. This concern should impel the communities of L'Arche to do all they can to defend the rights of people with intellectual disabilities, to support the creation of places of
welcome for them, and to call on our society to become more just and respectful towards them.

The communities of L'Arche want to be in solidarity with the poor of the world, and with all those who take part in the struggle for justice.