



## 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 a spirit of trust 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 Atlanta. This application is the first step to becoming an assistant in our 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.

### 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 check one space for each item below.

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

Assistant Position Type:  LIVE-IN  LIVE-OUT

Date available to begin service \_\_\_\_\_

## DRIVING

*Ability to drive is a requirement in our community.*

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

## BACKGROUND CLEARANCE

*L'Arche Atlanta 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?

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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.

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

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Have you applied to any individual L'Arche USA community or L'Arche in another country?

If yes, please list.

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## 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.

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## 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.

	<b>Employer's Name</b>	/	<b>Position Title</b>	/	<b>Start Date – End Date</b>
1.	_____	/	_____	/	_____
	<b>Reason for Leaving</b>	/	<b>Address</b>	/	<b>Phone and/or Email</b>
	_____	/	_____	/	_____
			_____		_____
	<b>Employer's Name</b>	/	<b>Position Title</b>	/	<b>Start Date – End Date</b>
2.	_____	/	_____	/	_____

	<b>Reason for Leaving</b> _____ / _____ _____	<b>Address</b> _____ / _____ _____	<b>Phone and/or Email</b> _____ / _____ _____
3.	<b>Employer's Name</b> _____ / _____ _____	<b>Position Title</b> _____ / _____ _____	<b>Start Date – End Date</b> _____ / _____ _____
	<b>Reason for Leaving</b> _____ / _____ _____	<b>Address</b> _____ / _____ _____	<b>Phone and/or Email</b> _____ / _____ _____
4.	<b>Employer's Name</b> _____ / _____ _____	<b>Position Title</b> _____ / _____ _____	<b>Start Date – End Date</b> _____ / _____ _____
	<b>Reason for Leaving</b> _____ / _____ _____	<b>Address</b> _____ / _____ _____	<b>Phone and/or Email</b> _____ / _____ _____

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

1.	<b>Institution Name</b> _____ / _____ _____	<b>Dates Attended</b> _____ / _____ _____
	<b>Major</b> _____ / _____ _____	<b>Degree or Certification</b> _____ / _____ _____
2.	<b>Institution Name</b> _____ / _____ _____	<b>Dates Attended</b> _____ / _____ _____
	<b>Major</b> _____ / _____ _____	<b>Degree or Certification</b> _____ / _____ _____
	<b>Institution Name</b> _____ / _____ _____	<b>Dates Attended</b> _____ / _____ _____

3.	_____	/	_____
	<b>Major</b>	/	<b>Degree or Certification</b>
	_____	/	_____

**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.

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## 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 Atlanta 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.