



Volunteers Application

Transforming Ourselves and Our Society

1645 W LeMoyne St. Chicago, IL 60622 773.278.6724 www.franciscanoutreachvolunteers.org

Application Instructions

Please fill out this form completely. You can download and save this form to your computer.

Please return your completed Application by email (preferred) to rachel@franoutreach.org

If you prefer to mail the form, send to:

Attn: Rachel Kohl
Franciscan Outreach Volunteers
1645 W LeMoyne St
Chicago, IL 60622

PART I-APPLICATION QUESTIONS

General Information:

First Name: _____ Last Name: _____

Name you prefer to be called: _____

Current Address: _____ City: _____

State: _____ Zip: _____

Permanent Address: _____ City: _____

State: _____ Zip: _____

Phone Number: _____ Email: _____

Date of Birth: _____ Age: _____ Male: Female:

Mothers Name: _____ Address: _____ Email: _____ Phone: _____

Fathers Name: _____ Address: _____ Email: _____ Phone: _____

Do you have a valid driver's license: YES NO

Drivers License Number: _____ State of valid driver's license: _____

Are you a United States Citizen or Permanent Resident? YES NO

How did you first learn about our volunteer Program?

Current Volunteer/Alumni

Catholic Volunteer Network Response Book/Website

Campus Minister/Career Counselor

Franciscan Outreach Website

Service Fair: _____

Other: _____

Do you know any Alumni volunteers or current Franciscan Outreach Volunteers? If so, please list their names:

Do you have any financial, family or personal obligations that might interfere with your time of service with the Franciscan Outreach Volunteer Program? If yes, please explain.

What other possibilities are you considering besides Franciscan Outreach Volunteers? (e.g., other volunteer programs, graduate schools, employment options?) What is the present status of each application?

Education: *Beginning with the most recent, list all schools attended including high school*

School	City/State	Major/Minor	Degree	Dates Attended

Work Experience: *Beginning with the most recent, list all employment experience.*

Job Title	Employer	From-To

Application Questions:

Please answer the following questions. Your responses should be at least a paragraph in length for each question.

Motivation for Volunteer Service

1. What do you hope to learn from your year of service?

Program Values: Service, Spirituality, Community, and Simple Living

1. Do you have any experience (volunteer, employment or personal) with people who are homeless? Please share examples.
2. Do you have any experience in crisis situations? If so, please describe. What methods do you use to handle stress?
3. What is your understanding of living in intentional community? How do you imagine it to be different from living with friends, family, and/or roommates?

4. What does 'simple living' mean to you? What level of simplicity would you like to achieve during your service year?

5. What experiences have you had interacting with people from ethnic, racial, or socioeconomic backgrounds different from your own? What did you learn about yourself and others through those experiences?

Health and Wellness

1. Are you able to perform (either with or without special accommodation) the essential duties of this volunteer position, which include cooking and serving dinner, engaging with guests, providing hospitality, washing laundry, driving to pick up donated items, etc? Some positions require overnight shifts and/or the ability to stand for 2-3 hours at a time.

YES NO, if not please explain

2. **Franciscan Outreach's policy states that neither volunteers, staff, nor their visitors may consume alcoholic beverages on our premises, even if they are 21 or older.** Violations of this policy will result in dismissal from our program.

Do you agree to comply with the no-drinking policy at FOA? YES NO

Availability

The Franciscan Outreach Volunteer Program does not have 1 official start date. Our services are open 365 days/year. Therefore we transition our program year during the summer. We plan on having new volunteers arrive between **July 1-30**.

Are you available to begin between those dates? YES NO
 If not, please explain:

What is the earliest date you are available to begin the program?

When possible, we conduct in-person interviews at our agency headquarters in Chicago. For applicants outside of the Chicago area, we arrange for Skype video interviews (or phone interviews if necessary). Are you able to travel to Chicago for an interview? YES NO

Signature and Date

I certify that the facts set forth in this application are true and complete to the best of my knowledge. In submitting this application, I understand and agree that all materials become property of the Franciscan Outreach Volunteer Program and that none of the materials will be returned to me. I understand that this form with its supporting materials may also be reviewed by services sites for which I am being considered.

This application is the first step in your commitment. Although this application places no obligation either on you or on the Franciscan Outreach Volunteer Program, it does indicate a serious intention on your part to join Franciscan Outreach Volunteers. **Should you decide to withdraw your application, please notify us immediately.**

Please type your name in the area below to serve as your signature indicating your acceptance of the above.

Signature:

Date:

PART II-PERSONAL STATEMENT

Please type your personal statement and send as a separate attachment. Email your essay to: rachel@franoutreach.org. Your personal statement should be 2-3 pages in length (12 pt font, double spaced).

Please tell us about yourself, your family, present lifestyle, meaningful relationships, and experiences and what you are seeking in volunteer service. We are interested in your reasons for wanting to participate in the mission and work of Franciscan Outreach and your own estimation of your talents, strengths, and limitations. Include any information which you believe will help us evaluate your application.

PART III-REFERENCES

All three Reference Forms are to be completed by persons other than family members or friends. We **require** that one be completed by your **current or recent employer or supervisor**. Other possible references could come from a professor, pastor, residential director, student activity moderator, spiritual director, academic advisor, youth leader, coach, etc.

1. Current or recent employer or supervisor:
 Reference Name: Relationship to Reference:
2. Reference Name: Relationship to Reference:
3. Reference Name: Relationship to Reference:

Preferably, Reference Forms should be typed and emailed to us by the Reference. When this is not possible, handwritten references are welcome. It is the responsibility of the applicant to make sure that all references are submitted by the application deadline. Please email an electronic version of the reference form to your references.

Your references can email the Form directly to the Franciscan Outreach Volunteer Program as an attachment to rachel@franoutreach.org or mail in a sealed and signed envelope to:

Attn: Rachel Kohl
Franciscan Outreach Volunteers
1645 W LeMoyne
Chicago, IL 60622

PART IV-CHECKLIST

All items should be emailed to the Program Director: rachel@franoutreach.org

- ✓ Application
- ✓ Personal Statement
- ✓ 3 References Forms (submitted by the references)

If you have any questions please contact us at 773.278.6724x16. Thank you, we look forward to your application!

REFERENCE FORM

Please type or print



Applicant's Name: _____

Reference's Name: _____

Catholic Volunteer Network fosters and promotes full-time domestic and international faith-based volunteer service opportunities for people of all ages, backgrounds, and skills. As the leading membership organization of Christian volunteer and mission programs, we support and enhance the work of our members through volunteer recruitment, training and resources, networking opportunities, and advocacy.

The applicant has chosen to apply to one or more of our member programs. Your candid comments will aid in the discernment process of those programs. No applicant is rejected on the basis of a single reference. This reference, along with the completed application packet, may be reviewed by a member of a screening committee, staff and supervisory staff at a potential service site.

1. In what capacity have you known the applicant? For how long?

2. Some of our core values are mentioned below. In your experience of knowing this applicant, how is s/he compatible with these values?

- We work from Gospel-based principles.
- We promote social justice for all, standing in solidarity with the poor.
- We strive to be inclusive and collaborative.
- We commit to excellence in the quality of our services.

3. What are the applicant's strengths and challenges in working and/or living with others?

4. Please describe an experience in which you have seen the applicant respond to an interpersonal conflict and his or her style of communicating in the situation.

Please complete the following page. Thank you.

Please highlight or circle the number that best fits the applicant for each characteristic below:

1 – Above Average (exceptional, overall excellent skills and strength)

2 – Average (meets expectations, usually cooperative, willing and able)

3 – Below Average (Area of concern, possible area for growth)

N/A – Not Applicable (based on my experience with the applicant I am unable to evaluate in this category)

Characteristics					Comments (Optional)
Sense of humor	1	2	3	N/A	
Maturity	1	2	3	N/A	
Emotional stability	1	2	3	N/A	
Ability to get along with others	1	2	3	N/A	
Common Sense	1	2	3	N/A	
Dependability	1	2	3	N/A	
Tact	1	2	3	N/A	
Ability to make decisions	1	2	3	N/A	
Initiative	1	2	3	N/A	
Flexibility	1	2	3	N/A	
Ability to accept criticism	1	2	3	N/A	
Creativity	1	2	3	N/A	
Effective use of time	1	2	3	N/A	
Ability to express feelings	1	2	3	N/A	
Ability to work alone	1	2	3	N/A	
Ability to work with others	1	2	3	N/A	
Ability to accept supervision	1	2	3	N/A	
Ability to work under pressure	1	2	3	N/A	
Ability to adapt to new or unstructured situations	1	2	3	N/A	
Ability to process and reflect on life experiences	1	2	3	N/A	
Ability to hold confidences	1	2	3	N/A	

5. Overall, how would you describe the applicant? (Please choose one)

Highly Recommend

Recommend

Recommend with Reservations

Do Not Recommend

6. Is there anything else about this candidate that you would like to share?

Typed Signature _____

Date _____

Occupation/Title _____

Phone _____

Email Address _____

Address _____