



## 2010 Additional Year Application

### Welcome to JVC Northwest!

We are glad you have made the decision to apply to JVC Northwest!

We look forward to discussing service opportunities in Alaska, Idaho, Montana, Oregon, and Washington for the upcoming 2009-2010 service year. If you have any questions about the application process or would like to speak to a JVC Northwest staff member please do not hesitate to call (503) 335-8202 or email us at [info@jvcnorthwest.org](mailto:info@jvcnorthwest.org). All additional year applicants and applications postmarked by **March 1, 2010** will be given priority. Depending on placement availability, applications are accepted on a rolling basis through July.

Mail Completed Applications to:

**Jesuit Volunteer Corps Northwest**  
**PO Box 3928,**  
**Portland, OR 97208-3928**

### Personal Information

LAST NAME	FIRST NAME	MIDDLE NAME	NAME YOU PREFER TO BE CALLED
PRESENT ADDRESS			DATE ADDRESS NO LONGER VALID
CITY	STATE	ZIP + 4	
PRIMARY PHONE	SECONDARY PHONE	E-MAIL ADDRESS	
PERMANENT ADDRESS (IF DIFFERENT)		PHONE (IF DIFFERENT)	
CITY	STATE	ZIP + 4	
BEST WAY TO REACH YOU (CIRCLE ONE):	PHONE	E-MAIL	BEST TIME _____
DATE OF BIRTH (MONTH/DATE/YEAR)	SOCIAL SECURITY NUMBER		
REGION YOU ARE CURRENTLY SERVING IN AS A JV		NAME OF PLACEMENT	
PERSON TO CONTACT IN CASE OF AN EMERGENCY	RELATIONSHIP	PHONE	

*This application indicates a serious intention on your part to renew your commitment to being a Jesuit Volunteer. Should you decide to withdraw your application, please notify us immediately. Thank you.*

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

## Additional Year Application Procedure

JVC Northwest welcomes applications from volunteers wishing to serve for an additional year. Additional year applicants will be supported in their discernment process to commit to JVC Northwest for another year. We encourage applicants who are looking to deepen their experience of the four values and are committed to continuing a counter cultural lifestyle.

The following process is designed to help you reflect on what this commitment entails. It will also help JVC Northwest to have a sense of what your experience has been and why you want to extend your commitment to the JV values.

Please complete the following parts of the application and return them to the JVC Northwest office. If you are applying to the Northwest from another region, please have your original application forwarded to the Northwest office. We also encourage you to contact Stephanie Barr, Lead Area Director, at [sbarr@jvcnorthwest.org](mailto:sbarr@jvcnorthwest.org) if you have any questions about the application process.

1. **Essays:** Please write two essays as described below. If possible, the essay should be typed double-spaced; if you write it by hand, please print in black ink.

### **Essay A:** *Motivations* (write one to two pages)

How does living as a JV reflect who you are and who you are becoming? How has this experience led you to apply for an additional year?

What are your apprehensions about participating in another year with JVC? What are your hopes?

### **Essay B:** *JVC Values* (write approximately two pages)

Discuss your experience of living the Jesuit Volunteer values. Use the talking points below to guide your thoughts.

- your development in leading a simple and sustainable lifestyle both personally and in community
- the experience you had at your placement and the insights you gained from that
- how your understanding of your spiritual journey has changed or grown
- what was most life giving and what was most challenging about living in intentional community

- 
2. **References:** Give one reference form to each of the following: your current administrator or supervisor, a community member, and your current Area Director. Have them return the completed form to you in a sealed envelope.
  3. **Resume:** An updated resume that includes your current placement, to be sent to your new potential agency. The resume included in your first year application can be provided to you upon request.
  4. **Submitting the Application:** Please return all materials (application form, essays, references, and resume) together as one application packet.
  5. **Application Process:** Once your application materials have been received, a JVC Northwest staff member will contact you to set up an interview.
  5. **Placement Preference:** JVC Northwest would like to give additional year applicants preference when matching you with a placement. The earlier you submit your application, the more flexibility our staff has to meet your requests. Applications received by the March 1<sup>st</sup> priority deadline have a good likelihood of being matched with one of their top choices.



## Area Director Reference

Reference may not be a relative, spouse,  
partner, or significant other

### Applicant Information

APPLICANT NAME

REGION FROM WHICH YOU ARE APPLYING

I WAIVE MY RIGHT OF ACCESS TO THIS FORM

I DO NOT WAIVE MY RIGHT OF ACCESS TO THIS FORM

SIGNATURE

### Reference Information

NAME

ADDRESS

CITY

STATE

ZIP +4

E-MAIL ADDRESS

PHONE

### About This Reference Form

*Jesuit Volunteer Corps (JVC) Northwest seeks mature, well balanced men and women motivated by our mission to work with people are living on the margins of society and with the vulnerable places in the Pacific Northwest. Volunteers live in an intentional community in a spiritually grounded environment, and commit to living a simple lifestyle. The applicant named above has asked you to fill out this reference form, which is part of the larger application to the JVC Northwest program.*

### Talking Points Regarding the Applicant

*Please write a reference letter on a separate sheet of paper, using the following talking points as a guide. Please address all talking points. Keep a completed copy for your records and return this reference, plus one copy, to the applicant in a sealed envelope with your name signed across the sealed flap. **Thank you for your candid comments.***

1. How has the applicant lived the values of JVC? Where have you seen growth? In what areas does the applicant need to be challenged?
2. How has the applicant responded to you as an Area Director and to opportunities offered by the JVC program (e.g., retreats, support persons, spiritual direction, etc.)?
3. Do you recommend the applicant be offered the opportunity to do an additional year in JVC Northwest?

## Interpersonal Skills of the Applicant

√ Check the box that best describes how the applicant typically behaves on most days, in most situations, and with most people. Be thoughtful; do not give a person all 1's or all 5's.

	1. Almost Always	2. Usually	3. Occasionally	4. Rarely	5. Almost Never	Unable to Judge	Comments
Displays maturity							
Communicates clearly and effectively							
Demonstrates dependability							
Interacts well one on one							
Interacts well in groups							
Accepts critique							
Shows flexibility in difficult or unexpected situations							
Displays healthy sense of humor							
Knows own limits							
Able to express own needs							
Openly expresses feelings							
Integrates beliefs and values into life experience							

**List three adjectives that best describe the applicant:**

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

**Overall, how would you rate the applicant?**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Exceptional, rare find        | <input type="checkbox"/> Very good, no reservations at all | <input type="checkbox"/> Good, better than many      |
| <input type="checkbox"/> Recommend, no strong feelings | <input type="checkbox"/> Might be okay, some reservations  | <input type="checkbox"/> Weak, should be discouraged |

***Signature & Date***

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



## *Supervisor Reference*

*Reference to be completed by your current supervisor. Reference may not be a relative, spouse, partner, or significant other*

### ***Applicant Information***

APPLICANT NAME

REGION FROM WHICH YOU ARE APPLYING

I WAIVE MY RIGHT OF ACCESS TO THIS FORM

I DO NOT WAIVE MY RIGHT OF ACCESS TO THIS FORM

SIGNATURE

### ***Reference Information***

NAME

ADDRESS

CITY

STATE

ZIP +4

E-MAIL ADDRESS

PHONE

OCCUPATION

### ***About This Reference Form***

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### ***Talking Points Regarding the Applicant***

*Please write a reference letter on a separate sheet of paper, using the following talking points as a guide. Please address all talking points. Keep a completed copy for your records and return this reference, plus one copy, to the applicant in a sealed envelope with your name signed across the sealed flap. **Thank you for your candid comments.***

1. Please describe the applicant's performance at work this year.
2. How has the applicant demonstrated a commitment to social justice this year?
3. Please describe a time when you asked the applicant to accept additional responsibility at work. What were the circumstances? Who was involved? How well did she/he respond? What was the outcome?
4. Please describe a time when you gave constructive criticism to the applicant. What were the circumstances? How well did she/he respond? What was the outcome?
5. Please list the skills the applicant uses in her/his job at your organization. Describe how you have seen the applicant improve on these skills during her/his time with your organization.
6. Do you recommend the applicant be offered the opportunity to do another year in JVC Northwest?

# Interpersonal Skills of the Applicant

√ Check the box that best describes how the applicant typically behaves on most days, on most projects, and with most people.

	Excellent Performance	Exceeds Requirements	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Assess	Comments
Arrives on time							
Works full shift							
Seeks feedback from colleagues							
Dresses Appropriately							
Takes initiative							
Solves Problems							
Accepts direction well							
Interacts well with diverse populations							
Effectively handles crisis							
Displays common sense in everyday situations							
Works well in a team environment							
Works well independently							
Uses time effectively							
Seeks professional growth							
Able to express own needs							
Demonstrates enthusiasm and integrity							

List three adjectives that best describe the applicant:

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Overall, how would you rate the applicant?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Exceptional, rare find        | <input type="checkbox"/> Very good, no reservations at all | <input type="checkbox"/> Good, better than many      |
| <input type="checkbox"/> Recommend, no strong feelings | <input type="checkbox"/> Might be okay, some reservations  | <input type="checkbox"/> Weak, should be discouraged |

## Signature & Date

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



## Community Member Reference

Reference may not be a relative, spouse, partner, or significant other.

### Applicant Information

APPLICANT NAME

REGION FROM WHICH YOU ARE APPLYING

I WAIVE MY RIGHT OF ACCESS TO THIS FORM

I DO NOT WAIVE MY RIGHT OF ACCESS TO THIS FORM

SIGNATURE

### Reference Information

NAME

ADDRESS

CITY

STATE

ZIP +4

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### Talking Points Regarding the Applicant

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1. Length of time your community-mate has expressed desire to serve an additional year, and reasons they have expressed for this desire.
2. Experience with your community-mate in times of conflict and crisis.
3. Experience with your community-mate's articulation of how this year of service has impacted their faith or beliefs.
4. Assessment of how the candidate has embraced the values of JVC this year and her/his openness to deepening understanding and lived experience of these values through an additional year.
5. Anything else you feel it may be helpful to include.

## Interpersonal Skills of the Applicant

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	1. Almost Always	2. Usually	3. Occasionally	4. Rarely	5. Almost Never	Unable to Judge	Comments
Exhibits healthy sense of humor							
Demonstrates integrity							
Thoughtfully uses resources (such as time, money, technology, etc.)							
Knows own limits							
Is open to discussing one's faith and beliefs							
Interacts well one-on-one							
Interacts well in groups							
Addresses conflict in a timely manner							
Is active in addressing social/environmental concerns							
Displays flexibility in addressing difficult or unexpected situations							
Is tactful							
Cares for own needs							

**List three adjectives that best describe the applicant:**

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

**Overall, how would you rate the applicant?**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Exceptional, rare find        | <input type="checkbox"/> Very good, no reservations at all | <input type="checkbox"/> Good, better than many      |
| <input type="checkbox"/> Recommend, no strong feelings | <input type="checkbox"/> Might be okay, some reservations  | <input type="checkbox"/> Weak, should be discouraged |

## Signature and Date

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE