



# 2012 Jesuit Volunteer Application Form



Welcome to JVC Northwest! Apply online at [www.jvcnorthwest.org](http://www.jvcnorthwest.org)

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

We look forward to speaking with you about service opportunities in Alaska, Idaho, Montana, Oregon and Washington for the 2012-2013 service year. The service year begins on August 6, 2012 and ends July 31, 2013. If you have any questions about the application process or would like to speak to a JVC Northwest staff member for any reason, please do not hesitate to call **503-335-8202** or email us at [info@jvcnorthwest.org](mailto:info@jvcnorthwest.org). Applications are accepted until placements are filled or on a rolling basis through July 15, with priority given to complete applications postmarked by **March 1, 2012**.

Mail completed application to:

**Jesuit Volunteer Corps Northwest**  
**P.O. Box 3928**  
**Portland, OR 97208-3928**

**Application Checklist:**

- Application form
- Essays
- Résumé
- Three references (in sealed envelopes)
- Self-reference
- Professional certificates (if applicable)
- College transcripts (unofficial or official copy)

*Upon conditional acceptance into the program you will be asked to submit a picture and medical form.*

**Personal Information - Please print clearly or type the answers to the following:**

LAST NAME FIRST NAME MIDDLE NAME NAME YOU PREFER TO BE CALLED

PRESENT ADDRESS DATE ADDRESS NO LONGER VALID (IF APPLICABLE)

CITY STATE ZIP + 4

PRIMARY PHONE CELL PHONE E-MAIL ADDRESS

PERMANENT ADDRESS (IF DIFFERENT) PHONE (IF DIFFERENT)

CITY STATE ZIP + 4

BEST WAY TO REACH YOU (CHECK ONE):  E-MAIL  PHONE BEST TIME \_\_\_\_\_

EMERGENCY CONTACT (CAN BE A PARENT) RELATIONSHIP PHONE

YES  NO

DATE OF BIRTH (MONTH/DATE/YEAR) ARE YOU A UNITED STATES CITIZEN? SOCIAL SECURITY NUMBER

ETHNICITY (OPTIONAL) RELIGIOUS DENOMINATION (OPTIONAL)

COLLEGE (IF APPLICABLE) MAJOR/S (EXPECTED) GRADUATION DATE

OTHER PROFESSIONAL CERTIFICATIONS:  NURSING  EDUCATION  SOCIAL WORK  OTHER \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A MISDEMEANOR CRIME?  YES\*  NO

DO YOU ILLEGALLY USE DRUGS? YES\*  NO  \* If YES, PLEASE EXPLAIN ON A SEPARATE SHEET.

\* A National Sex Offender background check and a national and two state criminal background checks are conducted on all applicants.

DO YOU HAVE A VALID DRIVER'S LICENSE? YES  NO

HOW DID YOU FIRST LEARN OF JVC NORTHWEST?  AMERICORPS.GOV  CAREER SERVICES  JVC NORTHWEST WEBSITE

JVC NORTHWEST RECRUITER  PEACE & JUSTICE OFFICE  PARISH PRIEST/JESUIT

FORMER JV  CLASSROOM PRESENTATION  FRIEND

CAMPUS MINISTER  PALOTTI CENTER  CATHOLIC VOLUNTEER NETWORK

FACEBOOK  FAMILY MEMBER  OTHER \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP + 4 \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP + 4 \_\_\_\_\_

LIST NAMES AND AGES OF BROTHERS AND SISTERS (OPTIONAL) \_\_\_\_\_

LIST ANY FAMILY MEMBER(S) OR FRIENDS WHO HAVE SERVED IN JVC NORTHWEST/JVC AND THE YEAR(S) AND REGION(S) SERVED \_\_\_\_\_

PLEASE LIST THE NAMES OF PEOPLE YOU KNOW WHO ARE APPLYING TO JVC NORTHWEST \_\_\_\_\_

Please list other opportunities you are pursuing besides JVC Northwest (e.g., other volunteer programs, including JVC; graduate schools; employment options). What is the present status of each application? Do you have plans to defer entrance into graduate school?

\_\_\_\_\_

\_\_\_\_\_

**Language Skills - Please print clearly the answers to the following:**

In order to help in the placement process, it is helpful for us to know if you speak any languages other than English. Please complete the following section as completely as possible to indicate your level of ability and explain your language background.

**Ability:** Check the appropriate box to indicate your assessment of your ability to understand (U), speak (S), read (R), and write (W) each language.

**Limited:** Understands some words, but cannot read the language or hold a conversation.

**Proficient:** Intermediate written and reading knowledge, can hold a basic conversation.

**Fluent:** Ability to read, write and speak the language with ease.

**SPANISH**

	U	S	R	W
Limited				
Proficient				
Fluent				

**OTHER** \_\_\_\_\_

	U	S	R	W
Limited				
Proficient				
Fluent				

**Background:** How have you learned and used the language(s) (number of courses studied, immersion program, living abroad, etc.)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Résumé**

Please submit a copy of your résumé (no more than two pages). Include the following:

- Contact information
- Education
- Professional credentials
- Work experience
- Volunteer experience
- Related skills and experience

**Transcripts**

Please send one (1) unofficial or official copy of all transcripts for graduate and undergraduate work. Transcripts for degrees already conferred should come directly from the school.

## References

Please list the three persons you have asked to complete your reference forms. These people should know you well and be in a position to judge your general character, motivation and qualifications for JVC Northwest. Give each person a hard copy of the reference for them to mail back to you in a sealed envelope. The reference on JVC Northwest Mission is best filled out by a person who knows your values and beliefs; the Employer or Supervisor reference by someone under whom you have worked; the Peer/Other reference by someone who has lived with you or is very close to you. None of the references may be a relative, spouse, partner, or significant other. During the application process you may be asked to provide contact information for additional references.

MISSION REFERENCE - FIRST AND LAST NAME	PHONE	E-MAIL
EMPLOYER OR SUPERVISOR - FIRST AND LAST NAME	PHONE	E-MAIL
PEER/OTHER - FIRST AND LAST NAME	PHONE	E-MAIL

## Application Essays

We wish to hear about your life experience. Your candid answers to the following questions will help both you and JVC Northwest examine your readiness to make the commitment to the program and to carry out its mission to work for justice and peace. Essays should be on a separate sheet of paper (**3-5 pages total for both essays combined**), double-sided if possible (to conserve paper), double-spaced and typed in 12-point font.

**Part A**, please answer the following question:

1. Describe your unique gifts, skills, passions, and areas for growth. Given these, how are you drawn to respond to the social, political, environmental and economic issues of this era?  
*(Please focus on one or two issues or examples and your particular hopes about what you would like to accomplish.)*

**Part B**, choose and respond to **one** of the following questions. Please indicate which question you are responding to.

2. *“Nothing is more practical than finding God, that is, than falling in love in a quite absolute, final way. What you are in love with, what seizes your imagination, will affect everything. It will decide what will get you out of bed in the mornings, what you will do with your evenings, how you spend your weekends, what you read, who you know, what breaks your heart and what amazes you with joy and gratitude. Fall in love, stay in love and it will decide everything.” – Pedro Arrupe, SJ*

How do Pedro Arrupe’s words resonate with your spiritual journey? We invite you to share what you are in love with, what seizes your imagination and what has broken your heart.

3. Name a person or experience that has shaped your mission and purpose in life. Share a story (or stories) of a formative moment when you realized the impact of this person or experience on your life.
4. Name two or three obstacles to living a sustainable, simple and intentional life in U.S. culture. What would it look like for you to live in a just and peaceful relationship with yourself, with earth’s resources, and with other people(s)?
5. Please share about a significant challenge in your life and how you worked through it.

## Signature and Date

I attest that all information contained in this application is true, to the best of my knowledge. In submitting this application I understand and agree that all materials become property of Jesuit Volunteer Corps Northwest and that none of the material will be returned to me. I also understand that my résumé, self reference, mission reference and employer reference will be reviewed by the placement agency for which I am being considered.

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SIGNATURE DATE

## JVC Northwest Application Process Overview

**Benefits of service:** A vast network of formal and informal support is available to JVs from staff, Former JVs, local community members, Jesuits and others. The majority of JVs are enrolled in the JVC Northwest AmeriCorps program whose members receive an Education Award of up to \$5,550 after satisfactorily completing a year of full-time service. The Education Award may be used to pay qualifying college loans or for school tuition. The AmeriCorps program funds a living allowance for full-time members that covers the expenses of community living, including housing costs, food, transportation (e.g., bike, bus pass), personal stipend and additional health costs. Basic medical insurance is provided by JVC Northwest for all program members. The cost of transportation home at the end of the year is provided, however, the JV is responsible for transportation costs to Portland, Oregon at the start of the service year.



### **Fall/Winter** | Considering Service

Speak with a JVC Northwest recruiter who may be visiting your campus. Talk with friends who have been Jesuit Volunteers. Contact the JVC Northwest office at (503) 335-8202 or [info@jvcnorthwest.org](mailto:info@jvcnorthwest.org) for clarification or to ask questions about the program and what it could mean for you.

### **Ongoing through early Spring** | Prepare application materials

Contact references and school to complete the associated parts of the application. Complete the information and essay sections on the application.

### **March 1: Priority deadline** | Submit Application

Send your completed application along with official or unofficial transcripts, résumé, and references to JVC Northwest online or by mail: JVC Northwest, P.O. Box 3928, Portland, OR 97208-3928. Applications postmarked by or received on March 1, 2012 will receive priority screening. Applications are accepted on a rolling basis beginning each fall through mid-July, depending on placement availability.

### **Within 2 weeks of application receipt (after March 1)** | Interview with JVC Northwest

Upon receipt of your completed application, you will receive detailed information about the screening and placement process. Interviews are conducted by phone, Skype or in-person and last approximately two hours. If selected for an interview, you will be contacted by a JVC Northwest staff member.

### **Within 1 week of JVC Northwest interview** | Respond to greatest need

Upon receiving conditional acceptance, you have the opportunity to submit your preferences and will discuss possible placements and locations to serve with JVC Northwest staff. JVC Northwest asks that you be open to serving where your individual skills and talents will be matched to the agency in most need. Specific position placement information is posted online at: [www.jvcnorthwest.org/volunteers-category.php](http://www.jvcnorthwest.org/volunteers-category.php).

### **Approximately 2 weeks after interview** | Interview with agency

You will interview with an agency for a specific placement that is mutually agreeable for you, JVC Northwest, and the agency. It is possible that you will interview with more than one agency to find a service opportunity that is the best fit for both you and the agency.

### **Approximately 4 weeks after application is received** | Finalize placement

JVC Northwest will facilitate procedures to complete the placement process. After acceptance, applicants will be asked to submit the covenant, medical form and a photo. Final acceptance is conditional upon applicant passing the required background checks.

### **Early August** | Begin commitment as a JV

All Jesuit Volunteers arrive in the Portland, Oregon area to gather for orientation before beginning their year of service. Transportation is provided from orientation to the service site.



# Self-Reference

## Applicant Information

YOUR NAME \_\_\_\_\_

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

LIST THREE ADJECTIVES THAT BEST DESCRIBE YOU

## About this Reference Form

Jesuit Volunteer Corps (JVC) Northwest seeks mature, well-balanced women and men motivated by our mission to address injustices faced by persons living on the margins of society and with vulnerable places in the Pacific Northwest. Volunteers live in intentional communities in an environment grounded in our four values of community, simple living, social justice and spirituality/reflection. **This reference will also be reviewed by the supervisor at the service site for which you are being considered.**

## Commitment


The commitment to JVC Northwest is one year. By saying yes to JVC Northwest, the expectation is that you will fulfill the one year commitment, attend retreats/workshops, participate in community activities, and contribute actively to their placement agency.

## Questions

Please provide brief answers to the following questions on a separate sheet of paper, double-sided if possible (to conserve paper).

1. What are you passionate about? How do you act on this passion?
2. What injustices are you most interested in addressing and/or what people are you most interested in accompanying as a Jesuit Volunteer?
3. At this moment, what are your career goals? How do you plan to achieve these goals?
4. Please list any financial, family, or personal obligations or situations which might impact your commitment to JVC Northwest (e.g., loans, weddings, graduations, sick family member, graduate school).

## Job/Related Skills

 Check the box you feel best describes how well you perform the following skills.

	<i>Excellent Performance</i>	<i>Exceeds Requirements</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Comments</i>
Creativity						
Problem solving						
Attentive listening						
Written communication						
Public speaking						
Teaching						
Facilitating						

## Interpersonal Skills



*Check the box you feel best describes how you typically behave on most days, on most projects, and with most people.*

	<i>1. Almost Always</i>	<i>2. Usually</i>	<i>3. Occasionally</i>	<i>4. Rarely</i>	<i>5. Almost Never</i>	<i>Comments</i>
Enjoy living with others						
Share feelings with others						
Maintain a neat and clean living space						
Know my personal limits						
Care for my needs						
Use time effectively						
Get along well with others						
Interact with people who are racially different from myself						
Interact with people who are politically different from myself						
Interact with people who are theologically different from myself						
Enjoy solitude						

## Signature and Date

SIGNATURE

DATE



# Mission Reference

*Please ask a mentor who knows you well and can attest to your character and values to complete the Mission Reference. You may consider asking a spiritual mentor or companion, a trusted leader or individual. The reference may not be a relative, spouse, peer, partner, or significant other.*

Completed reference forms can either be given to JV applicant in a sealed envelope or mailed to:

**Jesuit Volunteer Corps Northwest**  
**P.O. Box 3928**  
**Portland, OR 97208-3928**

## Applicant Information - (this section to be filled in by applicant)

APPLICANT NAME

I WAIVE MY RIGHT OF ACCESS TO THIS FORM

I DO NOT WAIVE MY RIGHT OF ACCESS TO THIS FORM

APPLICANT'S SIGNATURE

## Reference Information

NAME

ADDRESS

CITY

STATE

ZIP + 4

E-MAIL ADDRESS

DAYTIME PHONE

OCCUPATION

RELATIONSHIP TO APPLICANT

LENGTH OF TIME REFERENCE HAS KNOWN APPLICANT

## About This Reference Form

Jesuit Volunteer Corps (JVC) Northwest seeks mature, well-balanced women and men motivated by our mission to address injustices faced by persons living on the margins of society and with vulnerable places in the Pacific Northwest. Volunteers live in intentional communities in an environment grounded in our four values of community, simple living, social justice and spirituality/reflection. 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. Please submit this reference form by **March 1, 2012** or as soon after as possible if you receive it after that date. Omit any questions that you do not feel qualified to answer. **This reference will also be reviewed by the supervisor at the job site for which the applicant is being considered.**

## Questions Regarding the Applicant

Referring to our mission statement below, please respond to the questions assessing the applicant's compatibility with our mission.

### JESUIT VOLUNTEER CORPS NORTHWEST MISSION STATEMENT

Jesuit Volunteer Corps Northwest engages women and men in a transforming experience of full-time volunteer service. Jesuit Volunteers serve for a year or more in solidarity with persons living on the margins of society and with vulnerable places in the Pacific Northwest.

Rooted for over fifty years in the Jesuit Catholic tradition emphasizing spiritual openness and depth, Jesuit Volunteers in the Northwest examine and act on the causes of social and environmental injustice to promote peace and structural change. Jesuit Volunteers live in communities that commit to simple living embodying a healing and sustainable presence on the Earth.

*Please complete the survey on the back of this page.*

Please type your answers on a separate sheet of paper. **Thank you for your candid comments.**

1. What is the context of your relationship with the applicant?
2. What values and beliefs are most important to the applicant?
3. Describe specific ways the applicant displays a commitment to the JVC Northwest four core values: simple living, community, social justice, spirituality/reflection. In what ways would the applicant be challenged in living out the mission?
4. Based on our mission, do you believe the applicant is a strong candidate to be a Jesuit Volunteer? Please explain.

## Interpersonal Skills



*Check the box you feel best describes how the applicant typically behaves on most days, on most projects, and with most people.*

	<i>1. Almost Always</i>	<i>2. Usually</i>	<i>3. Occasionally</i>	<i>4. Rarely</i>	<i>5. Almost Never</i>	<i>Unable to Judge</i>	<i>Comments</i>
Interacts well with others							
Demonstrates leadership							
Integrates beliefs and values into life experiences							
Demonstrates maturity							
Discusses social and/or ecological justice issues							
Is involved in social and/or ecological concerns/causes							
Demonstrates respect for those with other beliefs and values							
Cares for own needs							
Demonstrates self awareness							
Openly expresses feelings							

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

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

Overall, how would you rate the applicant? A percentage scale comparing this applicant to their peers may be helpful.

1.  Exceptional, rare find (Top 5%)
2.  Confidently recommend, no reservations at all (Top 15%)
3.  Good, better than many (Top 25%)
4.  Recommend, no strong feelings (Top 50%)
5.  Might be okay, some reservations (Below 50%)
6.  Do not recommend

## Signature and Date

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



# Employer or Supervisor Reference

*Reference to be completed by someone under whom you have worked. May not be a relative, spouse, partner, or significant other.*

Completed reference forms can either be given to JV applicant in a sealed envelope or mailed to:

**Jesuit Volunteer Corps Northwest  
P.O. Box 3928  
Portland, OR 97208-3928**

## Applicant Information - (this section to be filled in by applicant)

APPLICANT NAME

I WAIVE MY RIGHT OF ACCESS TO THIS FORM

I DO NOT WAIVE MY RIGHT OF ACCESS TO THIS FORM

APPLICANT'S SIGNATURE

## Reference Information

NAME

ADDRESS

CITY

STATE

ZIP + 4

E-MAIL ADDRESS

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## Questions Regarding the Applicant

Please type your answers on a separate sheet of paper. Keep a completed copy for your records and return this reference to the applicant in a sealed envelope with your name signed across the sealed flap. **Thank you for your candid comments.**

1. What is the position the applicant holds/held at your organization? 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.
2. 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?
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 let us know anything else you have observed about the applicant that would be helpful in determining her/his suitability as a Jesuit Volunteer.

*Please complete the survey on the back of this page.*

## Interpersonal Skills of the Applicant



*Check the box that you feel 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							
Adheres to dress code							
Takes initiative							
Solves problems							
Accepts direction well							
Interacts well with diverse populations							
Effectively handles crisis							
Exhibits organizational skills							
Displays common sense in everyday situations							
Works well in a team environment							
Works well independently							
Uses time effectively							
Seeks professional growth							
Is 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? A percentage scale comparing this applicant to their peers may be helpful.

- 1.  Exceptional, rare find (Top 5%)
- 2.  Confidently recommend, no reservations at all (Top 15%)
- 3.  Good, better than many (Top 25%)
- 4.  Recommend, no strong feelings (Top 50%)
- 5.  Might be okay, some reservations (Below 50%)
- 6.  Do not recommend

### Signature and Date

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## Peer/Other Reference

*Reference to be filled out by a person who has lived with you or is very close to you. May not be a relative, spouse, partner, or significant other.*

Completed reference forms can either be given to JV applicant in a sealed envelope or mailed to:

**Jesuit Volunteer Corps Northwest  
P.O. Box 3928  
Portland, OR 97208-3928**

### Applicant Information - (this section to be filled in by applicant)

APPLICANT NAME

I WAIVE MY RIGHT OF ACCESS TO THIS FORM

I DO NOT WAIVE MY RIGHT OF ACCESS TO THIS FORM

APPLICANT'S SIGNATURE

### Reference Information

NAME

ADDRESS

CITY

STATE

ZIP + 4

E-MAIL ADDRESS

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### Questions Regarding the Applicant

Please type your answers on a separate sheet of paper. Keep a completed copy for your records and return this reference to the applicant in a sealed envelope with your name signed across the sealed flap. **Thank you for your candid comments.**

1. From your experience with the applicant, describe her/his ability to live with people who espouse different values? Please provide specific examples.
2. Describe a time when you have witnessed or been involved in conflict with the applicant. What did the applicant specifically do to seek and reach resolution to the conflict?
3. Jesuit Volunteers make a commitment to live out the values of social justice, community, spirituality and simple living. Of these values, which do you believe would be the applicant's greatest strength and which would be most challenging?
4. Please let us know anything else about the applicant that would be helpful in determining her/his suitability as a Jesuit Volunteer.

*Questions continue on the back of this page.*

## Interpersonal Skills of the Applicant



*Check the box you feel best describes how the applicant typically behaves on most days, on most projects, and with most people.*

	<i>1. Almost Always</i>	<i>2. Usually</i>	<i>3. Occasionally</i>	<i>4. Rarely</i>	<i>5. Almost Never</i>	<i>Unable to Assess</i>	<i>Comments</i>
Exhibits healthy sense of humor							
Demonstrates integrity							
Thoughtfully uses resources (such as time, money, technology, etc.)							
Knows own limits							
Cares for own needs							
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							
Is open to others of different faiths/beliefs							

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

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

Overall, how would you rate the applicant? A percentage scale comparing this applicant to their peers may be helpful.

- 1.  Exceptional, rare find (Top 5%)
- 2.  Confidently recommend, no reservations at all (Top 15%)
- 3.  Good, better than many (Top 25%)
- 4.  Recommend, no strong feelings (Top 50%)
- 5.  Might be okay, some reservations (Below 50%)
- 6.  Do not recommend

## Signature and Date

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE