



2014 Jesuit Volunteer/ AmeriCorps member Application Form

Welcome to JVC Northwest! Apply online at www.jvcnorthwest.org

We look forward to speaking with you about service opportunities in Alaska, Idaho, Montana, Oregon, and Washington for the 2014-2015 service year. The service year begins on August 4, 2014 and ends July 31, 2015. 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 program@jvcnorthwest.org. Applications are accepted until positions are filled or on a rolling basis through July 15, with priority given to complete applications postmarked by **March 3, 2014**. Applications are processed in the order they are received. If you are currently serving in a full-time service program, please fill out the Additional Year Application in place of this one. Please note in the following information, "JV/AmeriCorps member" is a general term referring to all Jesuit Volunteers, both JV AmeriCorps members and JV non-AmeriCorps members.

JVC Northwest considers all applicants for service without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status. In addition, JVC Northwest complies with applicable state and local laws prohibiting discrimination in every jurisdiction in which it has JV/AmeriCorps members. JVC Northwest also provides reasonable accommodations to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws.

Application Checklist:

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

Mail completed application to:

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

Upon conditional acceptance into the program you will be asked to submit a picture, service interest form, medical form, permission to procure a background check form, and a drug and alcohol policy form.

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

LAST NAME	FULL FIRST NAME	FULL MIDDLE NAME	NAME YOU PREFER TO BE CALLED
PRESENT ADDRESS		DATE ADDRESS NO LONGER VALID (IF APPLICABLE)	
CITY	STATE	ZIP + 4	
BEST PHONE NUMBER TO REACH YOU	TYPE: CELL/HOME/OTHER	E-MAIL ADDRESS	
PERMANENT ADDRESS (IF DIFFERENT)		PHONE (IF DIFFERENT)	
CITY	STATE	ZIP + 4	
BEST TIME TO REACH YOU		WHAT TIME ZONE ARE YOU IN?	
EMERGENCY CONTACT (CAN BE A PARENT)		RELATIONSHIP	PHONE
<input type="checkbox"/> YES		<input type="checkbox"/> 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	

IF APPLICABLE, PLEASE LIST DATES YOU WON'T BE AVAILABLE FOR AN INTERVIEW (e.g., spring break dates, planned international travel, etc.)

OTHER PROFESSIONAL CERTIFICATIONS: NURSING EDUCATION SOCIAL WORK OTHER _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A MISDEMEANOR CRIME? YES* NO *If YES, PLEASE EXPLAIN ON A SEPARATE SHEET.

Acceptance is conditional upon the successful completion of the National Sex Offender background check and a national and two state criminal background checks. Giving a false statement concerning criminal history disqualifies applicants for eligibility in a national service program.

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

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

HOW DID YOU FIRST LEARN OF JVC NORTHWEST?

<input type="checkbox"/> JVC NORTHWEST RECRUITER	<input type="checkbox"/> CAMPUS MINISTER	<input type="checkbox"/> CATHOLIC VOLUNTEER NETWORK
<input type="checkbox"/> FORMER JV	<input type="checkbox"/> CAMPUS SERVICE OFFICE	<input type="checkbox"/> AMERICORPS.GOV
<input type="checkbox"/> CURRENT JV	<input type="checkbox"/> PARISH PRIEST/JESUIT	<input type="checkbox"/> FACEBOOK
<input type="checkbox"/> FAMILY MEMBER	<input type="checkbox"/> CAREER SERVICES	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> FRIEND	<input type="checkbox"/> CLASSROOM PRESENTATION	

PARENT'S NAME EMAIL ADDRESS

ADDRESS PHONE

CITY STATE ZIP + 4

PARENT'S NAME EMAIL ADDRESS

ADDRESS PHONE

CITY STATE ZIP + 4

LIST NAMES AND AGES OF BROTHERS AND SISTERS (OPTIONAL)

PEOPLE I KNOW WHO HAVE SERVED IN JVC NORTHWEST OR JVC (NAME, YEAR, LOCALE AND RELATIONSHIP TO YOU)

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 **(please specify which round)**; graduate schools; employment options). What is the present status of each application? Do you have plans to defer entrance into graduate school?

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).

Are you currently serving in a full-time service program? Yes* No
*If YES, PLEASE FILL OUT THE ADDITIONAL YEAR APPLICATION IN PLACE OF THIS APPLICATION

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 PDF version of your résumé (one to two pages). Include the following:

- Contact information
- Education
- Professional credentials
- Work experience
- Volunteer experience
- Cross-cultural 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, motivations, 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 or directly to JVC Northwest. 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 Roommate/Peer 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 additional references as well.

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

Application Essays

We would like to learn about your life experience. Your candid answers to the following questions will help both you and JVC Northwest understand your interest in making 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 (2-3 pages total), double-sided if possible (to conserve paper), double-spaced and typed in 12-point font.

Part A, please answer the following question:

Describe three significant experiences or relationships in your life that have led you to apply to JVC Northwest. How would being a JV/AmeriCorps member reflect who you are and who you hope to become?

Part B, please write a brief paragraph in response to each of the following short-answer questions:

1. What is your understanding of charity? What is your understanding of justice? Give an example of each.
2. What is your understanding of simple living? What are your expectations of committing yourself to a simple lifestyle?
3. Provide an example of a time that you were a part of a community. How did you contribute to the community?
4. How do you see your role as guest in another city or culture?
5. JVC Northwest is an organization rooted in the Jesuit Catholic tradition and is open and accepting of applicants from all faith perspectives. JV/AmeriCorps members engage the core value of spirituality/reflection both individually and communally throughout the year. What current spiritual/reflection practices do you have? How would you incorporate reflection into your year both individually and with your community?

Signature and Date

I attest that all information contained in this application is true to the best of my knowledge. Any misrepresentation or omission of any fact in my application, résumé, or any other materials, or during any interviews, can be justification of refusal of acceptance or continuation in the program. 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 partner agency for which I am being considered.

SIGNATURE DATE

JVC Northwest Application Process Overview

Benefits of service: The majority of our service positions are AmeriCorps eligible and JV AmeriCorps members receive a \$5,500 Education Award upon successful completion of the service year. During the service year, JV AmeriCorps members receive a monthly living allowance that covers housing costs, food, transportation (e.g., bike, bus pass), \$100 personal stipend and additional health costs. JVC Northwest covers these costs for JVs who are not AmeriCorps members. Basic medical insurance is provided by JVC Northwest for all JV/AmeriCorps members. The cost of transportation home at the end of the year is provided; however, the JV/AmeriCorps member is responsible for transportation costs to Portland, OR at the start of the service year. Learn more at www.jvcnorthwest.org!



Fall/Winter | Considering service

Speak with a JVC Northwest recruiter who may be visiting your campus. Talk with friends, family, and campus mentors who have been Jesuit Volunteers. Contact the JVC Northwest office at (503) 335-8202 or program@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 3: 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 3, 2014 will receive priority screening. Applications are accepted on a rolling basis beginning each fall through mid-July, depending on position availability.

Within 1 month of application receipt (after March 3) | Interview with JVC Northwest

Upon receipt of your completed application, you will receive detailed information about the screening and placement process. If selected for an interview, you will be contacted by a JVC Northwest staff member. Interviews are conducted by phone, Skype, or in-person and last approximately 90 minutes.

Approximately 1 week after JVC Northwest interview | Respond to greatest need

Upon receiving conditional acceptance, you have the opportunity to submit your preferences and will discuss possible service positions 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 partner agency in most need. Specific position information is posted online at: www.jvcnorthwest.org/what-we-do/volunteer-opportunities.

Approximately 2-3 weeks after JVC Northwest interview | Interview with partner agency

If/when you are matched with an partner agency, you will interview with the agency for a specific position that is mutually agreeable for you, JVC Northwest, and the agency.

Approximately 4 weeks after JVC Northwest Interview | Finalize placement

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

Early August | Begin commitment as a JV/ AmeriCorps member

All JV/AmeriCorps members arrive in the Portland, OR area to gather for orientation from August 4-9 before beginning their year of service. Transportation is provided from orientation to the partner agency.



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 individuals motivated by our mission to address injustices faced by persons living on the margins of society and in fragile ecosystems in the Pacific Northwest. JVC/ AmeriCorps members live in intentional communities in an environment grounded in our four values of community, simple living, social and ecological justice, and spirituality/reflection. **This reference will also be reviewed by the supervisor at the partner agency 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 your partner agency.

Questions

Please provide brief answers to the following questions on a separate sheet of paper, approximately 1 to 1 and 1/2 pages total, double-spaced and 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/AmeriCorps member?
3. At this moment, what are your career goals? How do you plan to achieve these goals?

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>Almost Always</i>	<i>Usually</i>	<i>Occasionally</i>	<i>Rarely</i>	<i>Almost Never</i>	<i>Comments or specific examples are useful.</i>
Enjoy living with others						
Share feelings/thoughts 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						

Signature and Date

I understand that this reference, along with my résumé, mission reference and supervisor/employer reference will be reviewed by the supervisor at the partner agency for which I am being considered.

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, companion, or trusted leader. **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 individuals motivated by our mission to address injustices faced by persons living on the margins of society and in fragile ecosystems in the Pacific Northwest. JV/AmeriCorps members live in intentional communities in an environment grounded in our four values of community, simple living, social and ecological 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 3, 2014** 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 partner agency for which the applicant is being considered.** Please note in the following information, "JV/AmeriCorps member" is a general term referring to all Jesuit Volunteers, both AmeriCorps members and non-AmeriCorps members.

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. JV/AmeriCorps members 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, JV/AmeriCorps members in the Northwest examine and act on the causes of social and environmental injustice to promote peace and structural change. JV/AmeriCorps members 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? How have you seen the applicant put these values into action?
3. Describe specific ways the applicant displays a commitment to the JVC Northwest four core values: simple living, community, social and ecological 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 JV/AmeriCorps member? Please explain.
5. Do you have any reservations about this applicant?

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>Almost Always</i>	<i>Usually</i>	<i>Occasionally</i>	<i>Rarely</i>	<i>Almost Never</i>	<i>Unable to Judge</i>	<i>Comments or specific examples are useful.</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 (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 recently worked. *May not be a relative, coach, 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

DAYTIME PHONE

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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 role 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. 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 JV/AmeriCorps member.
5. Do you have any reservations about this applicant?

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 or specific examples are useful.
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 good judgment 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 (Below 50%)
- 6. Do not recommend

Signature and Date

SIGNATURE

DATE



Roommate/Peer Reference

*Reference to be filled out by a person who has lived with you or is very close to you. **May not be a professor, supervisor, mentor, coach, 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 _____ DAYTIME PHONE _____

OCCUPATION _____

RELATIONSHIP TO APPLICANT _____ LENGTH OF TIME REFERENCE HAS KNOWN APPLICANT _____

About This Reference Form

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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. JV/AmeriCorps members make a commitment to live out the values of social and ecological justice, community, spirituality/reflection, 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 JV/ AmeriCorps member.
5. How long have you been aware of the applicant's desire to apply to JVC Northwest?
6. Do you have any reservations about this applicant?

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>Almost Always</i>	<i>Usually</i>	<i>Occasionally</i>	<i>Rarely</i>	<i>Almost Never</i>	<i>Unable to Assess</i>	<i>Comments or specific examples are useful.</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 (Below 50%)
6. Do not recommend

Signature and Date

SIGNATURE

DATE