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**Application Form for Volunteer Program  
Sisters of Notre Dame**

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Other address (college or work) \_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone # 2 \_\_\_\_\_ Best time to call \_\_\_\_\_

Cell phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address (please print clearly) \_\_\_\_\_

Birth date \_\_\_\_\_ Religion \_\_\_\_\_ Marital Status \_\_\_\_\_

Parish \_\_\_\_\_ Pastor's name \_\_\_\_\_

Education completed \_\_\_\_\_ Graduation date (or expected date) \_\_\_\_\_

Work Experience: List current and last two positions

<b>Dates Started/Ended</b>	<b>Position</b>	<b>Employer</b>	<b>City/State</b>

Are there medical conditions that might affect your service? \_\_\_\_\_  
If yes, please explain.

Name of Insurance Provider \_\_\_\_\_

Include copy of insurance card.

Emergency contact \_\_\_\_\_ Phone # \_\_\_\_\_

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Briefly describe your talents and abilities you have to offer the mission. Examples: arts and crafts, bilingual, play an instrument, previous service in clubs or organizations.

How did you learn about the program?

What are your personal goals or expectations from participating in this program?

Your signature \_\_\_\_\_

Today's date \_\_\_\_\_

Please arrange to have two references (one personal and one professional). A form is attached. Please copy, complete and sign the reference request. Ask each reference to complete and return the form by two weeks before your chosen service opportunity begins.

Dates Preferred \_\_\_\_\_

By choosing the date, you are choosing the location.

Please indicate below your 1st choice and 2<sup>nd</sup> choice

If a location has more than one ministry, circle the one you prefer.

- ( ) June 5-13 Jacksonville, FL. Tutoring, library help and soup kitchen work
- ( ) July 27- July 2 Sheffield Township, OH Work with children in a crisis care facility
- ( ) July 11-16 – 22 Leipsic, OH Assist with migrant ministry, tutor children, visit homes
- ( ) July 12-16 Bakersfield, CA Assist low income children and adults
- ( ) July 19-24 Covington, K Offering remedial instruction/tutoring to disadvantaged children in the inner city



## Reference Form for the Sisters of Notre Dame Volunteer Program

Volunteer Applicant: Complete top portion and give to person from whom you are requesting a reference

To: Name \_\_\_\_\_

Company or organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone, email \_\_\_\_\_

*I am in process of applying for a volunteer position in a ministry of the Sisters of Notre Dame and am asking you to complete and return this letter of reference to Sr. Valerie Marie Roxburgh.*

*I understand the contents of this reference will be held in confidence between you and the Sisters of Notre Dame*

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Person completing this reference:** Please complete this form and mail it to Sr. Valerie Marie Roxburgh, Sisters of Notre Dame, 20955 Halldale Avenue, Torrance CA 90501

Name of applicant for volunteer position \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Is there any reason this person should not work in volunteer service or with children and/or young adults? \_\_\_\_\_

If yes, please explain on reverse of this form.

**Place a check in the column which best describes this applicant:**

	Unknown	Excellent	Good	Usually adequate for situation	Absence of this quality an obstacle to applicants effectiveness
Actively participates in church and faith sharing opportunities					
Generously participates in charitable/outreach activities					
Demonstrates respectful language and attitudes in personal interactions					
Demonstrates leadership skills					
Demonstrates honesty in speech					
Works as a team player					
Demonstrates integrity in personal/work life					
Completes projects, fulfills obligations					
Punctuality and attendance					
Takes initiative					

**Comments:** (Please use the reverse of this form for additional comments)

Name of Person completing this reference: (Print) \_\_\_\_\_

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

Position \_\_\_\_\_