

St. Joseph Worker Program Application Checklist

Please use this checklist as you complete the SJW application. You do NOT have to wait until all items are completed before sending in your application. If you would prefer to email any part of this application, please do so (bleiwe@fontbonne.edu). Also, it's ok to have references send their recommendation directly to our office.

Applications received before _____ will be given priority status. Applications received after this date will be processed in the order they are received.

Items needed to complete an application:

- ___ completed application form
- ___ your resume
- ___ autobiography
- ___ self-reference
- ___ three sealed letters of reference
- ___ transcript (from highest level of education completed)

Please return all materials to:

St. Joseph Worker Program
1300 Strassner Drive
St. Louis, MO 63144-1873
[**bleiwe@fontbonne.edu**](mailto:bleiwe@fontbonne.edu)

Autobiography

Please write a 3-5 page autobiography. We will use this as a chance to get to know you a little better. Please use the questions below as a guide, touching on the ones that speak to you. Of course you won't be able to address all the topics – but please do your best to share the ideas and experiences that have most influenced you.

SELF

- Describe your personality. What about you might make an impression on others?
- What are your strengths and weaknesses? How do you deal with your weaknesses?
- How do you deal with conflict?
- What do you like to do for fun?

FAMILY

- Describe your family and your relationship to your family.
- What have you learned from your family? What have you enjoyed most about them?
- What has been the most difficult aspect of your relationship to your family?
- What is your experience of living away from home?
- Is your family supportive of your desire to be a SJW?

SOCIAL

- Describe your relationship with your friends.
- How have these relationships impacted you?
- Are you in a committed relationship?

SJW VALUES

- How do you define spirituality? What are your spiritual practices? What is your religious, spiritual or faith background?
- How do you define leadership? How are you a leader?
- What are some of the situations in which you've lived? What was difficult and what did you appreciate? What are your needs, apprehensions, and expectations concerning the community aspect of the SJW program?
- Describe an experience of working for social justice. What do you hope to learn or experience concerning social justice this year?
- How do you resolve conflict at work and at home?
- There are many volunteer programs from which you could choose. What draws you to a faith-based program like the St. Joseph Worker Program?
- What do you hope to take away from this experience?

Transcripts

Please send us a copy of the transcript from the highest level of education you have completed (high school, undergraduate, graduate). Unofficial transcripts are fine unless otherwise notified.

Resume

Please submit a separate resume that includes all of the following:

- 1.Name, current and permanent address, phone numbers and email.
- 2.Education: Beginning with the most recent, list all schools attended including high school. List the name of the school (city and state); major(s)/minor(s); years attended; degree(s) or certificate(s) awarded and dates received or anticipated
- 3.Professional Credentials: (e.g. teaching, nursing, physical therapy, counseling, law). Indicate subject area, level, state or area of certificate, etc. and indicate dates received or anticipated.
- 4.Work Experience: Please give the name of the organization(s) and the position(s) held, beginning with the most recent; describe the responsibilities and indicate dates.
5. Volunteer/Justice Related Experience: Please give the name of the organization or group with whom you served and describe your role.
- 6.Related Skills and Experience: List any other experiences or activities that you consider to be valuable and useful as a volunteer (e.g. service trips, study abroad, language school, caregiver to family member, community organizing).

References:

Please list three people whom you have asked to complete your references. They should currently know you well, be in a position to reflect your general character, motivation, and employment record, and be able to evaluate your compatibility with the program.

1. Name _____ Phone _____
Reference of your choice (mentor, past teacher, etc)

Address _____
Street City State Zip

2. Name _____ Phone _____
Professional or educational reference

Address _____
Street City State Zip

3. Name _____ Phone _____
Employer or supervisor reference

Address _____
Street City State Zip

***You may also decide to include an informal letter of reference from someone with whom you have lived (not family).

Application

(Please type or print clearly)

Date: _____

Name: _____

Social Security #: _____ - _____ - _____

Permanent Address: _____
Street/PO Box City State Zip

School or Present Address: _____
Street/PO Box City State Zip

Phone #: _____ _____
Home Work

Email address: _____

Date of Birth: _____ Age: _____

College (if applicable) _____ Year Graduated _____

In Case of Emergency, Please Contact:

Name: _____ Phone: (_____) _____
Relationship

Parents' names _____

Spanish Proficiency (please circle):

Speaking: Fluent Good Fair

Understanding: Fluent Good Fair

Reading: Fluent Good Fair

Writing: Fluent Good Fair

Other language(s): _____

Skill level and experience: _____

How did you hear about the SJW program?

Are there any financial, family, or personal obligations or situations which might interfere with your completing the full term of service (August-June) with the St. Joseph Workers Program? Please explain.

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

Have you ever done any volunteer work? (Please give position and amount of time of this work)

Have you ever been convicted of a felony or a misdemeanor crime? yes no
(If yes, please explain on a separate sheet) NOTE: SJW program will be conducting a background check on all accepted applicants as required by volunteer placements.

Do you have a driver's license? yes no Would you bring a car? yes no

In addition to the following information, is there anything else about you which you feel we should know? yes no. If yes, please share with us on a separate piece of paper and include it with this form. Thank you for your honesty.

**Please use application checklist to be sure all materials are completed before submitting.
Thank you.**

I attest that all information contained in this application is true, to the best of my knowledge.

Signature _____ *Date* _____

Professional or Educational Reference

Applicant's Name _____

Name of Reference (please print) _____

To Applicant: Please check your preference.

____ I waive my right of access to this reference form. ____ I do not waive my right to this reference form

Signature of Applicant _____

To the reference- The St. Joseph Worker Program seeks mature, well-balanced, and motivated women to work with people who are struggling against poverty, violence and other forms of oppression. No applicant will be rejected on the basis of a single reference. Please feel free to omit any questions that you do not feel qualified to answer. This reference, along with the completed application, may also be reviewed by the placement for which the applicant is being considered. Please type or print clearly your responses on a separate piece of paper (1 page only) and attach it with this form. Please put the applicant's name at the top of all references.

Return this reference form and attached answers to the applicant in a sealed envelope with your name signed across the sealed flap. The applicant will submit your reference as part of her completed application. Please keep a copy of this form for your records in case this reference is lost in the mail. Thank you for your candid comments.

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

2. Please describe your experience of the applicant working and/or living with others?

3. Please describe an experience in which you have seen the applicant respond to conflict.

4. Please give an example of the applicant completing a project or assignment. How did she do in that process?

5. What else would you like us to know about the applicant?

Please also complete the following survey.

EVALUATION

	Excellent	Above Average	Average	Below Average	Weak	Unable to Judge
Sense of Humor						
Maturity						
Emotional Stability						
Gets along with others						
Common Sense						
Dependability						
Tact						
Initiative						
Flexibility						
Creativity						
Ability to express feelings						
Ability to work alone						
Ability to work with others						
Effective use of time						
Ability to accept direction in her work						
Knows own limits/ cares for own needs						

List three adjectives that best describe the applicant:

Overall, how would you rate the applicant? (circle one):

Exceptional, rare find

Very Good, no reservations

Good, better than many

Recommended

OK, some reservations

Weak, should be discouraged

No strong feelings

Signature _____ date _____

Address _____ phone# _____

City/State/Zip _____

Occupation _____

Employer or Supervisor Reference

Applicant's Name _____

Name of Reference (please print) _____

To Applicant: Please check your preference.

____ I waive my right of access to this reference form. ____ I do not waive my right to this reference form

Signature of Applicant _____

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3. Please describe an experience in which you have seen the applicant respond to conflict.

4. Please give an example of the applicant completing a project or assignment. How did she do in that process?

5. What else would you like us to know about the applicant as a potential St. Joseph Worker?

Please also complete the following survey.

EVALUATION

	Excellent	Above Average	Average	Below Average	Weak	Unable to Judge
Sense of Humor						
Maturity						
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OK, some reservations

Weak, should be discouraged

No strong feelings

Signature _____ date _____

Address _____ phone# _____

City/State/Zip _____

Occupation _____

Reference of Choice

Mentor, past teacher, or other reference of choice.

Applicant's Name _____

Name of Reference (please print) _____

To Applicant: Please check your preference.

____ I waive my right of access to this reference form. ____ I do not waive my right to this reference form

Signature of Applicant _____

To the reference- St. Joseph Worker Program seeks mature, well-balanced, and motivated women to work with people who are struggling against poverty, violence and other forms of oppression. No applicant will be rejected on the basis of a single reference. Please feel free to omit any questions that you do not feel qualified to answer. This reference, along with the completed application, may also be reviewed by the placement for which the applicant is being considered. Please type or print clearly your responses on a separate piece of paper (1 page only) and attach it with this form. Please put the applicant's name at the top of all references.

Return this reference form and attached answers to the applicant in a sealed envelope with your name signed across the sealed flap. The applicant will submit your reference as part of her completed application. Please keep a copy of this form for your records in case this reference is lost in the mail. Thank you for your candid comments.

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

2. How has the applicant articulated her personal beliefs or faith life to you?

3. Describe how the applicant has demonstrated a concern for others. Is this concern for others connected with the applicant's personal beliefs or faith journey? Explain

4. Please give examples of how the applicant has demonstrated commitments in her life similar to the values of the St Joseph Worker Program (e.g. participation in group worship, faith sharing, working for justice, volunteer service, relations with others).

5. What else would you like us to know about the applicant as a potential St. Joseph Worker?

Please also complete the following survey.

Evaluation

	Excellent	Above Average	Average	Below Average	Weak	Unable to Judge
Sense of Humor						
Maturity						
Emotional Stability						
Gets along with others						
Common Sense						
Dependability						
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Overall, how would you rate the applicant? (circle one):

Exceptional, rare find

Very Good, no reservations

Good, better than many

Recommended

OK, some reservations

Weak, should be discouraged

No strong feelings

Signature _____ date _____

Address _____ phone# _____

City/State/Zip _____

Occupation _____

Self -Reference

Your Name _____

Please respond to the questions below and complete the survey on the back of this page. Include this sheet with the rest of your application materials. This reference, along with the completed application, may also be reviewed by the placement for which you are being considered. Please type or print clearly with black ink on this form or a separate sheet of paper.

1. Please give a recent example when you worked on a project or assignment important to you. What was challenging? What did you learn?

2. For what type of work are you best suited? What skills do you bring to this type of work?

3. Given the Community Placement Possibilities, what placement sites areas of interest would you like to find out more about? What are you most interested in doing? What would you dislike doing?

4. What else would you like us to know about you as a potential St. Joseph Worker?

Please also complete the following survey.

SELF-EVALUATION

	Excellent	Above Average	Average	Below Average	Weak	Unable to Judge
Sense of Humor						
Maturity						
Emotional Stability						
Gets along with others						
Common Sense						
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Ability to express feelings						
Ability to work alone						
Ability to work with others						
Effective use of time						
Ability to accept direction in her work						
Knows own limits/ cares for own needs						

List three adjectives that best describe you:

Overall, how would you rate yourself as an applicant? (circle one):

Exceptional, rare find

Very Good, no reservations

Good, better than many

Recommended

OK, some reservations

Weak, should be discouraged

No strong feelings