



GSV Domestic Application Packet

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Please mail, fax, or email application materials to:

Good Shepherd Volunteers

25-30 21st Ave.

Astoria, NY 11105

Phone: 718-943-7488

Fax: 718-777-1928

Email: gsv@gsvolunteers.org

Application Letter

Greetings! Thank you for applying to GSV; we look forward to getting to know you. Please keep in mind that you can contact us with any questions you may have about this process; we are always happy to talk with you! Call us at **718-943-7488** or email gsv@gsvolunteers.org. As you complete your application, here are a few things to note:

- **We have a priority deadline of March 1, and a final deadline of June 1.** Applications are processed and placements are filled on a first-come, first-served basis. We encourage you to apply as early as possible. Please contact us after the final deadline to inquire about possible openings.
- A completed application packet **MUST** include:
 - **General application form (attached)**
 - **Self-reference form (attached)**
 - **Reference form (attached; to be completed by 3 references)**
 - **Resume (see application for instructions on resume)**
 - **Undergraduate/Graduate college transcript(s)**
- For all responses, **help us get to know you** as much as possible! **All of your input in this application process – including your written application and our interview – is held in strict confidentiality by GSV staff and supervisors.** Please be as specific as you can in your responses; feel free to use the additional pages if you need more space. If possible, download the application, process/save it as a Word file, and email it once it is completed.
- At least one of your 3 reference forms must be completed by a former employer. Please do not have any family members or casual friends fill out a reference. Please be sure to complete the waiver at the top of each reference form, and then ask your references to **promptly** send the completed form directly to the GSV office.
- Please do not wait to send all of your application materials together; send in each part of the packet as you complete it. Once we receive your complete application packet, it will be reviewed and we will be in touch with you to set up an interview if necessary.
- Our application process is typically as follows:
 - GSV receives and reviews the application.
 - We conduct a phone interview with the applicant. We may also invite them to speak with former (or current) volunteers in their site placement(s) of interest.
 - Once a site has been mutually agreed upon, the applicant interviews with the staff of the site placement.
 - If the applicant and the site agree that the placement and program is a good fit, the applicant is accepted to GSV.
- Although this application places no real obligation on either you or the Good Shepherd Volunteers, it indicates a serious intention on your part to join GSV. Should you decide to withdraw your application, please notify us immediately.



GSV Domestic Application Form

I. General Information

Full Name:

Today's Date:

Current Address:

City, State, Zip:

Here until:

Phone:

Email Address:

Permanent Address:

City, State, Zip:

Phone:

Date of Birth:

In case of Emergency, please contact:

Name:

Name:

Address:

Address:

City, State Zip:

City, State, Zip:

Phone:

Phone:

Relationship:

Relationship:

II. Family Background

Mother's Name:

Father's Name:

Address:

Address:

City, State Zip:

City, State, Zip:

Phone:

Phone:

Occupation:

Occupation:

Names and Ages of Brothers and Sisters:

Are there any family, personal, or financial obligations that might inhibit you from offering a full year of service with GSV? Please explain:

III. Resume

Please attach a resume. **Please emphasize relevant experiences that are related to the mission of GSV to serve women, children, and adolescents affected by poverty, violence, and neglect.** Your resume should be under 2 pages and include the following information (and include dates):

1. **Relevant Service Experience:** list relevant service/volunteer experiences, especially experiences that are related to the mission of GSV to serve women, children, and adolescents affected by poverty, violence, and neglect.
2. **Education:** list higher education institutions you have attended. Include study abroad if applicable.
3. **Relevant Professional Experience:** list relevant professional experience. Please focus on professional experience that is related to the mission of GSV and/or includes aspects of direct service, interaction with people, teamwork, etc.

III. Experiences, Skills, and Interests

1. What kinds of recreational activities, sports, arts, or hobbies do you enjoy?

2. Do you have experience with any language besides Spanish?

If so, what language(s) and what level of ability?

Spanish Ability:	Understand	Speak	Read	Write
Basic				
Conversational				
Proficient				

3. List any experiences, talents, and hobbies that may be useful to GSV that are not found on your resume.

4. How did you hear about GSV originally (check all that apply)?

Response Connections Service/Career Fair

AmeriCorps Brochure CVN website

College (specify what office, department, or network):

Website (specify):

Other (specify):

5. Have you applied to any other volunteer programs, employment, or schools?

If yes, please list the other organizations and your present status with them.

IV. Personal Hopes and Goals

The following information is to help determine placement and allow GSV to understand your interest in service work more fully. Your answers should be 1-3 paragraphs long for each question. There is no right or wrong answer. **Please avoid vague responses, and provide concrete examples whenever possible.** Remember, we want to get to know you as much as possible! Please include the corresponding question with each response.

- 1) GSV's Mission Statement is, *"Good Shepherd Volunteers collaborates with the Sisters of the Good Shepherd to provide full-time volunteers with the opportunity to work in social service ministries and to use their God-given talents serving women, adolescents, and children affected by poverty, violence, and neglect. Developing relationships with the marginalized of our world empowers volunteers to grow in knowledge and faith that inspire them to lead a life of seeking justice."* How do your personal beliefs and values relate to the mission of GSV? What are your motivations and expectations for becoming a Good Shepherd Volunteer?
- 2) What is your understanding of social justice and how have you participated in works of justice?
- 3) GSV members live in intentional community settings, in which members are encouraged to share meals, discussions, and support. What previous shared living experiences (roommates, shared housing, etc) have you had? What did you find challenging, and what did you find rewarding?
- 4) What does simplicity mean to you? What kind of experience do you have in living simply?
- 5) GSV welcomes applicants from all socio-economic, faith/spiritual, and cultural backgrounds. What do you expect from living in an intentional community where members are from these various backgrounds?
- 6) Which of GSV's four tenets do you feel most drawn to right now, and why?
- 7) Personal growth/development is an integral part of GSV. How do you attend to your self-care and personal needs? Please provide an example.
- 8) Describe a recent situation in which you experienced stress or conflict within a relationship. How did you handle the situation? How might you have handled the situation differently? What did you learn?
- 9) At most of our placements, volunteers are exposed to vulnerable populations affected by various forms of violence, trauma, or neglect. Have you observed or experienced violence, trauma, or neglect? If so, in what way has it affected your life, and how have you dealt with this?
- 10) Participating in GSV will encompass the assessment of your readiness and self-awareness of your strengths and limitations. How open are you to this assessment aspect of the program?

V. Autobiography

Please compose a brief autobiography (1-2 pages) and include information on the following:

- Describe your past and current relationship with your family. What is one challenge that you and your family have faced, and how have you responded?
- Pick one or two experiences in your childhood and/or adolescence that helped shape you into the person you are today. They could be related to your family, community, peers, education, or other experience.

VI. References

Please complete your own **Self-Reference Form** (in this application), and also list below **3 References** who know you well and are able to judge your general character, motivation, and qualifications for becoming a member of GSV. You may include employers, educators, a minister or a religious, co-workers and friends. They will need to complete the GSV Reference form in this Application.

1. Name:

Phone:

Email:

Address:

Relationship to you:

2. Name:

Phone:

Email:

Address:

Relationship to you:

3. Name:

Phone:

Email:

Address:

Relationship to you:



Self-Reference Form

This self-reference form will help us to know you better as we consider your application and placement with GSV. Please include this form with your completed application.

What personal strengths and abilities will enable you to thrive in GSV? Conversely, what do you identify as personal limitations or areas of improvement?

Describe the thoughts and feelings that your family, friends, significant others, etc. have expressed about you potentially doing service with GSV.

All of our volunteer placements work for the empowerment of women, adolescents, and children. Please refer to our website for further descriptions of our specific placements. Keeping in mind that your placement will be decided through a conversation between yourself and GSV staff and that nothing is set in stone at this point, please indicate your first three placement choices at this current time. Also feel free to offer further comments in the space below.

After-School Programs
 Foster Care
 Economic Justice/Fair Trade
 Advocacy

Education
 Youth Counseling
 Domestic Violence

Please circle the number that best describes you in the following areas. Please add any additional comments.

1=Superior 2=Good 3=Average 4=Below Average 5=Poor

Characteristics						Comments
Ability to make decisions	1	2	3	4	5	
Flexibility and adaptability to changing situations	1	2	3	4	5	
Willingness to accept criticism	1	2	3	4	5	
Effective use of time	1	2	3	4	5	
Ability to work with others	1	2	3	4	5	
Ability to work independently	1	2	3	4	5	
Ability to accept supervision	1	2	3	4	5	
Leadership ability	1	2	3	4	5	
Ability to work under pressure	1	2	3	4	5	
Ability to adapt to new or unstructured situations	1	2	3	4	5	
Focus on personal growth/development	1	2	3	4	5	

If you could describe yourself in three words, what would they be?

Overall, how highly would you recommend yourself?

_____ low, I am unsure of how I would fit with this program

_____ average, no strong feelings

_____ good, I would do well

_____ exceptional, I am a great fit for this program

Please make any other comments that you would like to share with us.

Signature (*electronic signature acceptable*) _____ Date _____

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Email: gsv@gsvolunteers.org



Reference Form

Applicant's Name:

Reference's Name:

Relationship to Applicant:

To the Applicant: Please indicate your preference.

I waive my right to access to this reference form.

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

Applicant's Signature _____ ***Date*** _____

To the person completing this form:

Good Shepherd Volunteers provides full-time volunteers with the opportunity to use their God-given talents to serve women, adolescents, and children affected by poverty, violence, and neglect. GSV has placements in a variety of fields: domestic violence, fair trade, economic justice, youth counseling, foster care, after-school programs, and education. GSV is a one-year commitment that encompasses working in these ministries and living in a community setting with other volunteers.

Please help us get to know the applicant by giving candid comments. Feel free to omit any questions that you are not prepared to answer. No applicant will be rejected on the basis of a single reference. Please type or write all responses in black ink. Please return this reference form as soon as possible so that the candidate's application will not be delayed. Thank you for your cooperation.

How long, how well and in what capacity have you known the applicant?

Please circle the number that best describes the applicant in the following areas. Please add any additional comments.

1=Superior 2=Good 3=Average 4=Below Average 5=Poor

Characteristics						Comments
Ability to make decisions	1	2	3	4	5	
Flexibility and adaptability to changing situations	1	2	3	4	5	
Willingness to accept criticism	1	2	3	4	5	
Effective use of time	1	2	3	4	5	
Ability to work w/others	1	2	3	4	5	
Ability to work independently	1	2	3	4	5	
Ability to accept supervision	1	2	3	4	5	
Leadership ability	1	2	3	4	5	
Ability to work under pressure	1	2	3	4	5	
Ability to adapt to new or unstructured situations	1	2	3	4	5	
Focus on personal growth/ development	1	2	3	4	5	

Short Answers

NOTE: You may either write your responses here, or write a separate letter of reference and attach it to this form.

Please share your understanding about what has motivated this applicant to serve internationally.

What do you identify as the applicant's greatest strengths? Conversely, what are the applicant's areas of improvement?

Evaluate the applicant's ability to live and/or work with others. Can you share any concrete examples? What qualities might help or hinder the applicant?

For what type(s) of work is the applicant best suited?

What three adjectives describe the applicant?

Overall, how highly would you recommend the applicant?

_____ low, applicant should be discouraged

_____ average, no strong feelings

_____ good, applicant would do well

_____ exceptional, applicant is a great fit for this program

Signature _____ Date _____

Email:

Phone:

Address:

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