



## **GSV Domestic Application Packet**

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**Please mail or email application materials to:**

**Good Shepherd Volunteers**

25-30 21<sup>st</sup> Ave.

Astoria, NY 11105

Phone: 718-943-7488

Email: [gsv@gsvolunteers.org](mailto: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](mailto:gsv@gsvolunteers.org). As you complete your application, here are a few things to note:

- **We have a priority deadline of November 28<sup>th</sup>**. After our priority deadline, applications will be received on a rolling basis until all positions are filled. Applications are processed and placements are filled on a first-come, first-served basis. We encourage you to apply as early as possible.
- A completed application packet **MUST** include:
  - **General application form (attached)**
  - **Self-reference form (attached)**
  - **[Common Reference Form](#) (available on our website) to be completed by 3 references**
  - **Resume (see application for instructions on resume)**
  - **Official Undergraduate/Graduate college transcript(s) (unofficial transcripts will be accepted prior to graduating)**
- 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 three reference forms must be completed by a former employer or supervisor. Please do not have any family members or 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:

Email:

Email:

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 know any other languages, and if so, at what level?

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)?

Catholic Volunteer Network *Response* Guide or website

Service/Career Fair

GSV Brochure

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.

6. 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.

After School Programs

Foster Care

Economic Justice/Fair Trade

Public Policy and Advocacy

Education

Youth Counseling

Domestic Violence

Juvenile Justice

## 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) Why do you want to do a year of service with Good Shepherd Volunteers?
- 2) GSV's Mission Statement is, *"Good Shepherd Volunteers recruits, educates, and supports full-time volunteers who use their God-given talents to serve women, adolescents, and children affected by poverty, violence, and neglect in domestic and international placements. Our volunteers live out the four tenets of Social Justice, Simplicity, Spirituality, and Community, and are encouraged to maintain a commitment to these principles for a lifetime. Good Shepherd Volunteers, founded by the Sisters of the Good Shepherd, is dedicated to honoring the sisters' core values of Individual Dignity, Mercy, Reconciliation, and Zeal."* 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?
- 3) How have you participated in works of justice? How have these experiences shaped your understanding of social justice?
- 4) 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?
- 5) GSVs are committed to living a simple lifestyle. How does this challenge and/or excite you?
- 6) GSV welcomes applicants from diverse socioeconomic, spiritual/religious, racial and ethnic backgrounds. What experience do you have with living or working with people from diverse backgrounds? How did you grow from these experiences?
- 7) Although GSV is a Catholic organization, associated with the Sisters of the Good Shepherd, we welcome volunteers from all spiritual backgrounds and religions. What role does spirituality play in your life, currently? How comfortable are you sharing with others about your spirituality?
- 8) Which of GSV's four tenets do you feel most drawn to right now, and why?

- 9) Personal growth/development is an integral part of GSV. What do you hope or expect to learn from doing a year with GSV?
- 10) 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?
- 11) 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, how did it affect you and how have you coped with it?
- 12) Our placement sites have a wide variety of ministries with women, children, and adolescents. Our placements include education, foster care, youth counseling, fair trade, domestic violence, juvenile justice, and public policy. Is there an area of work that you are particularly drawn to at this time?
- 13) Is there anything else that would be useful to know that would help the staff better support you throughout your year of service?

## **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, co-workers, and/or a minister or religious member. They will need to complete the [Common Reference Form](#) available on our website.

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?

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

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

| Characteristics  |   |   |   |   |   | Comments |
|--|---|---|---|---|---|----------|
| Motivation to work with those affected by poverty, violence, and neglect | 1 | 2 | 3 | 4 | 5 |          |
| Flexibility and adaptability in new/changing situations                  | 1 | 2 | 3 | 4 | 5 |          |
| Willingness to accept criticism  | 1 | 2 | 3 | 4 | 5 |          |
| Ability to manage conflicts and/or compromise with others                | 1 | 2 | 3 | 4 | 5 |          |
| Ability to take initiative   | 1 | 2 | 3 | 4 | 5 |          |
| Desire to live in community with others                                  | 1 | 2 | 3 | 4 | 5 |          |
| Leadership ability   | 1 | 2 | 3 | 4 | 5 |          |
| Ability to work under pressure   | 1 | 2 | 3 | 4 | 5 |          |
| Interest in social justice   | 1 | 2 | 3 | 4 | 5 |          |
| Desire to live simply  | 1 | 2 | 3 | 4 | 5 |          |

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

\_\_\_\_\_

Overall, how highly would you recommend yourself?

\_\_\_\_\_ exceptional, I am a great fit for this program

\_\_\_\_\_ good, I would do well

\_\_\_\_\_ average, no strong feelings

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

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

Signature (*electronic signature acceptable*) \_\_\_\_\_ Date \_\_\_\_\_

**Please mail or email application materials to:**

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