



AMATE HOUSE VOLUNTEER APPLICATION 2010-2011

PART I – BASIC BACKGROUND INFORMATION			
Full Name:		Name you prefer to be called:	
Driver's License #:	State of Issue:	Date of Birth:	
Email address:		Home Phone #:	
		Cell Phone #:	
Current Mailing Address (until _____):			
Permanent Mailing Address (if different from above):		Best way to reach you:	
		phone email best time: _____	
Mother's Mailing Address: <input type="checkbox"/> (check if same as permanent mailing address)			
Home Phone #:		Email:	
Cell Phone #:			
Father's Mailing Address: <input type="checkbox"/> (check if same as permanent mailing address)			
Home Phone #:		Email:	
Cell Phone #:			
Do you speak any Foreign Languages? If so, which ones and how well? (Circle the appropriate level)			
1.		Fluent	Good Fair
2.		Fluent	Good Fair
3.		Fluent	Good Fair
Family: List names, ages, and present location/city of residence for those in your immediate family.			

Please respond briefly to the following. Use a separate sheet of paper if necessary.

1. When and how did you first hear about Amate House? (Please check all applicable boxes.)

- | | |
|--|---|
| <input type="checkbox"/> Current Volunteer/alum _____ | <input type="checkbox"/> Amate House website |
| <input type="checkbox"/> CNVS Response book or website | <input type="checkbox"/> Post-Graduate Volunteer Fair |
| <input type="checkbox"/> Campus Minister | <input type="checkbox"/> Other _____ |

2. Do you know any Amate House Alumni or current Volunteers from our program? If so, please list their names.

3. What other possibilities are you considering besides Amate house?
(i.e. graduate programs, employment, other volunteer programs)

4. The commitment to Amate House is approximately 11 months. The program begins in late July and runs through mid-June. Are you able to make this commitment?

5. Are there any financial, family, personal obligations or situations which might interfere with your completing the full term of service with Amate House? If yes, please explain.

6. Our Volunteers receive room, board, health insurance, and a \$100 monthly stipend for personal expenses. Will you be able to live within this budget?

7. Is there anything else that you would like to share with us that would help us as a staff to support you better during your volunteer year?

General Program Criteria

Will you be 21 years of age by late July?	YES or NO
Are you single with no legal dependents?	YES or NO
Are you committed to the idea of living in an intentional community?	YES or NO

PART II – RESUME

Please attach to your application a resume of no more than 2 pages.

****NOTE:** If you are accepted to Amate House, this resume that will be submitted to the sites that you wish to interview with. Your resume should look professional and reflect the skills and abilities that you have gained over the years. If you have never created a professional resume before, we suggest you talk with the career center at your college or university.

The resume should include the following...

Education – Include all high school and institutions of higher education that you have attended. Please also include any professional or training certificates or licenses. Include school name, dates attended, degrees or certificates earned, and your major or specialty.

Employment – Include all significant employment from age 18 to the present. Give a brief listing of duties and responsibilities that you have had.

Volunteer Service Experience – Include a brief listing and description of any volunteer service work you have performed or participated in from high school to the present.

PART III – PERSONAL STATEMENT

As part of your application, we ask that you include a personal statement, which is an opportunity for you to introduce yourself and share with us what you're passionate about. It will help us to better understand the rest of your application and your essay questions. **Your personal statement should be about 1,000 words and answer the following question: "Why do you want to do a year of service with Amate House?"**

PART IV – ESSAY QUESTIONS

On separate sheets of paper, please respond to the following questions. Your responses should be at least a paragraph in length for each of the questions. Please use 12 point font and single spacing.

Motivation for Volunteer Service

1. *What motivates you to do direct service?*
2. *Identify 3 significant events or relationships in your life and describe how they have impacted your desire to do direct service.*
3. *What kinds of service are you interested in doing, and how does this relate to your future career and/or personal goals?*
4. *Why is Amate House the next best step for you in your life?*

Personal Development

1. *What unique talents, gifts, and strengths will you bring to Amate House? How will they be beneficial in your community and in your service?*
2. *What concerns do you have about living in a faith-based community?*
3. *What problems or challenges do you anticipate living within an intentional community?*

Amate House Mission Statement: "Inspired by the social mission of the Catholic Church, Amate House supports and develops women and men rooted in faith, dedicated to service, and committed to building a more just and loving society."

1. *How does your faith relate to this mission?*
2. *What is an issue of social justice or an area of social concern that you are passionate about? Describe this issue and your involvement with it.*
3. *How do you understand the concept of stewardship? What does living a life of voluntary simplicity mean to you? In what ways will you have to adjust your current lifestyle in order to live more simply?*
4. *What does the term "intentional community" mean to you? What have your experiences of community been? What have you learned from them?*

PART V – REFERENCES (please see the Character Reference Forms)

A total of four Character references are required with your Amate House application. The references should be from the following people...

(Please do not use relatives, family members or significant others as references.)

Two Professional References

To be completed by a supervisor, employer, campus minister, faculty member, local parish representative, spiritual mentor, or other person in a position to speak to your emotional maturity and leadership abilities.

One Peer Reference

To be completed by a peer who knows you well.

One Self Reference

To be completed by you.

Please list below the names, phone numbers and email addresses of the three people you have chosen to complete your Character Reference Forms, along with the date you gave them the form.

PROFESSIONAL REFERENCE #1 (DATE FORM WAS GIVEN: _____)

Name: _____ Title: _____

Email address: _____ Phone #: _____

Person's relationship to you: _____

PROFESSIONAL REFERENCE #2 (DATE FORM WAS GIVEN: _____)

Name: _____ Title: _____

Email address: _____ Phone #: _____

Person's relationship to you: _____

PEER REFERENCE (DATE FORM WAS GIVEN: _____)

Name: _____

Email address: _____ Phone #: _____

Person's relationship to you: _____

Character Reference Forms should be sent in a sealed & signed envelope. They can be mailed separately from the application to...

**Attn: Application Reference
Amate House
3600 South Seeley Ave.
Chicago, IL 60609**

AMATE HOUSE APPLICATION CHECKLIST

Part I: Basic Information

Part II: Resume

Part III: Personal Statement

Part IV: Essay Questions

Motivation for Volunteer Service - 4 Questions

Personal Development - 3 Questions

Amate House Mission - 4 Questions

Part V: References (either have been included or have been handed out to the references)

Professional Reference #1

Professional Reference #2

Peer Reference

Self Reference

All application materials should be sent to:

Attn: APPLICATION
Amate House
3600 South Seeley Ave.
Chicago, IL 60609

Applications are also accepted via email at volunteer@amatehouse.org.

I confirm that all of the information given in this application is true to the best of my knowledge.

Printed Name:

*Signature:

Date:

* Signature may be typed if an electronic copy is being sent.



AMATE HOUSE CHARACTER REFERENCE FORM (PROFESSIONAL)

Applicant's Name: _____

Amate House is a young adult lay volunteer program whose members make a yearlong commitment to live in a faith-based community and to work in underserved areas of the city of Chicago. They serve in parishes, schools and social service agencies. Besides working full-time in an inner city setting, the Volunteer will be living with a group of 7-12 other young adults. Please assess the applicant on her/his ability and readiness to thrive and to manage the demands of both challenging service work and community living. Your time and effort is greatly appreciated and very helpful to us. You may answer the following questions on a separate sheet of paper if you prefer.

Your responses will remain confidential.

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

2. The Amate House mission statement is, "Inspired by the social mission of the Catholic Church, Amate House supports and develops women and men rooted in faith, dedicated to service, and committed to building a more just and loving society." Have you seen the applicant living out the values of this mission? Explain.

3. What interpersonal skills does the applicant possess?

4. What interpersonal skills does the applicant lack?

5. How well does the applicant respond to stressful situations? (Cite an example, if possible.)

6. Please give an experience in which you have seen the applicant respond to conflict. How did they resolve the situation?

7. Please give an example of the applicant following through on a significant commitment.

Please rate the applicant with respect to the following characteristics. Use 1 as an indication of weakness and 5 as an indication of strength. Use n/a if you have no basis for judgment. Please make additional comments below each characteristic if needed.

Adaptability	n/a	1	2	3	4	5
Responsiveness to others' needs	n/a	1	2	3	4	5
Ability to express feelings	n/a	1	2	3	4	5
Sense of humor	n/a	1	2	3	4	5
Cooperation	n/a	1	2	3	4	5
Creativity	n/a	1	2	3	4	5
Emotional maturity	n/a	1	2	3	4	5
Punctuality	n/a	1	2	3	4	5
Initiative	n/a	1	2	3	4	5
Leadership ability	n/a	1	2	3	4	5
Sense of responsibility	n/a	1	2	3	4	5

List three adjectives or descriptive phrases that come to mind when you think of the applicant.

Circle the number below which best describes your overall rating of the applicant:

1	Very weak, should be discouraged	4	Good, better than many
2	Might be OK, with some reservations	5	Very good, no reservations
3	Recommend, no strong feelings	6	Exceptional, rare find

*** We would appreciate if you would include on a separate page any other comments or information which would help us in evaluating this applicant or placing him/her in a particular work situation.**

Your Name:	Phone:
Address:	Email:
Signature:	Date:
May we contact you if necessary?	



AMATE HOUSE CHARACTER REFERENCE FORM (PEER)

Applicant's Name: _____

Amate House is a young adult lay volunteer program whose members make a yearlong commitment to live in a faith-based community and to work in underserved areas of the city of Chicago. They serve in parishes, schools and social service agencies. Besides working full-time in an inner city setting, the Volunteer will be living with a group of 7-12 other young adults. Please assess the applicant on her/his ability and readiness to thrive and to manage the demands of both challenging service work and community living. Your time and effort is greatly appreciated and very helpful to us. You may answer the following questions on a separate sheet of paper if you prefer.

Your responses will remain confidential.

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

2. The Amate House mission statement is, "Inspired by the social mission of the Catholic Church, Amate House supports and develops women and men rooted in faith, dedicated to service, and committed to building a more just and loving society." Have you seen the applicant living out the values of this mission? Explain.

3. What interpersonal skills does the applicant possess?

4. What interpersonal skills does the applicant lack?

5. How well does the applicant respond to stressful situations? (Cite an example, if possible.)

6. Please give an experience in which you have seen the applicant respond to conflict. How did they resolve the situation?

7. Please give an example of the applicant following through on a significant commitment.

Please rate the applicant with respect to the following characteristics. Use 1 as an indication of weakness and 5 as an indication of strength. Use n/a if you have no basis for judgment. Please make additional comments below each characteristic if needed.

Adaptability	n/a	1	2	3	4	5
Responsiveness to others' needs	n/a	1	2	3	4	5
Ability to express feelings	n/a	1	2	3	4	5
Sense of humor	n/a	1	2	3	4	5
Cooperation	n/a	1	2	3	4	5
Creativity	n/a	1	2	3	4	5
Emotional maturity	n/a	1	2	3	4	5
Punctuality	n/a	1	2	3	4	5
Initiative	n/a	1	2	3	4	5
Leadership ability	n/a	1	2	3	4	5
Sense of responsibility	n/a	1	2	3	4	5

List three adjectives or descriptive phrases that come to mind when you think of the applicant.

Circle the number below which best describes your overall rating of the applicant:

1	Very weak, should be discouraged	4	Good, better than many
2	Might be OK, with some reservations	5	Very good, no reservations
3	Recommend, no strong feelings	6	Exceptional, rare find

*** We would appreciate if you would include on a separate page any other comments or information which would help us in evaluating this applicant or placing him/her in a particular work situation.**

Your Name:	Phone:
Address:	Email:
Signature:	Date:
May we contact you if necessary?	



AMATE HOUSE CHARACTER REFERENCE FORM (SELF)

Applicant's Name: _____

1. What interpersonal skills do you possess?

2. What interpersonal skills do you lack?

3. How well do you respond to stressful situations? (Cite an example, if possible.)

4. Can you be counted on to follow through on significant commitments? Please explain and give examples if possible.

5. How do you respond to conflict? Give an example of a conflict that you've experienced with another person and how you resolved it.

Please rate yourself with respect to the following characteristics. Use 1 as an indication of weakness and 5 as an indication of strength. Please make additional comments below each characteristic if needed.

Adaptability	n/a	1	2	3	4	5
Responsiveness to others' needs	n/a	1	2	3	4	5
Ability to express feelings	n/a	1	2	3	4	5
Sense of humor	n/a	1	2	3	4	5
Cooperation	n/a	1	2	3	4	5
Creativity	n/a	1	2	3	4	5
Emotional maturity	n/a	1	2	3	4	5
Punctuality	n/a	1	2	3	4	5
Initiative	n/a	1	2	3	4	5
Leadership ability	n/a	1	2	3	4	5
Sense of responsibility	n/a	1	2	3	4	5

List three adjectives or descriptive phrases that describe you.

Circle the number below which best describes your overall rating of yourself as an applicant:

- | | | | |
|---|-------------------------------------|---|----------------------------|
| 1 | Very weak, should be discouraged | 4 | Good, better than many |
| 2 | Might be OK, with some reservations | 5 | Very good, no reservations |
| 3 | Recommend, no strong feelings | 6 | Exceptional, rare find |