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**2017-2018 Amate House Volunteer Application Worksheet**

Thank you for your interest in Amate House! Our Volunteer Application consists of five components:

* Part 1 - Basic Background Information ([completed online](https://goo.gl/forms/3vHREDVKAUwEEL5H2))
* Part 2 - Personal Statement ([completed online](https://goo.gl/forms/3vHREDVKAUwEEL5H2))
* Part 3 - Short Answer Responses ([completed online](https://goo.gl/forms/3vHREDVKAUwEEL5H2))
* Part 4 - Resume (emailed as separate attachment to [volunteer@amatehouse.org](mailto:volunteer@amatehouse.org))
* Part 5 - Character Reference (contact information listed online - references will submit their feedback directly to [volunteer@amatehouse.org](mailto:volunteer@amatehouse.org))

The online portions of the application **must be submitted in one session**, so this document is designed to assist you with preparing the required components in advance, if you wish to work on them ahead of time. **We strongly encourage you to prepare your responses in this document and save it to your computer**, especially your personal statement and short answer responses, just in case you have any issues with the online form.

If you encounter any problems or questions, please contact the Amate House Staff at [volunteer@amatehouse.org](mailto:volunteer@amatehouse.org) or 773-376-2445.

**Part One - Basic Background Information**

Please provide the following basic information:

* First and Last Name
* Preferred Name (i.e. nickname)
* Date of Birth
* Preferred Email Address (please provide a permanent, non-school email address)
* Preferred Phone Number
* Current Mailing Address
* Permanent Mailing Address

Do you speak any foreign languages? If so, which one(s) what is your level of proficiency?

*Please describe any training or cultural experiences that have developed your language skills.*

Family History

*Please list names ages, and present city of residence for those in your immediate family, including parents and siblings.*

General Program Criteria

*Please note that Amate House is a young adult program for single women and men ages 21-29. Our program provides a volunteer placement site (along with transportation to and from the placement), housing, health insurance, and a $100 monthly allowance for personal expenses. Participants live together as an intentional community, sharing food and other resources. We are unable to accommodate children or dependents.*

* Are you a United States Citizen or Permanent Resident?
* Will you be between the ages of 21-29 in August 2017?
* Are you able to commit to the entire program year (July 30, 2017 to June 16, 2018)?
* Are you committed to the idea of living in intentional community?
* Can you operate a motor vehicle? (Some service sites are not accessible via public transit)

How did you learn about Amate House? Please select all that apply.

* Current Volunteer(s) or Alum(ni)
* Campus Minister or Career Counselor
* Amate House Website
* Volunteer Fair
* Catholic Volunteer Network RESPONSE book or website
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What fields of service are of interest to you?

*Please select all that apply. Also, please note that some positions, such as nursing and physical therapy, require professional degrees and/or specialized training.*

* Child Care/Day Care (early childhood)
* Community Outreach
* Education (Primary)
* Education (Secondary)
* Education (Special Education)
* Elderly Care and Outreach
* Health Education and Outreach
* Hunger and Homelessness
* Immigrant and Refugee Services
* Legal Aid
* Marketing and Communications
* Nursing
* Physical Therapy
* Social Services
* Spanish Speaking
* Teacher's Aide
* Teaching
* Tutoring and Mentoring
* Volunteer Coordination
* Youth and Campus Ministry
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part Two – Personal Statement (500 words or less)**

As part of your application, we ask that you include a personal statement, which is a creative 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 essay questions. **Please keep your statement at 500 words or less.** Your personal statement will also be shared with any sites placements that you interview with.

**Part Three – Short Answer Responses**

**Please keep each response at 200 words or less.**

**Motivation for Volunteer Service (7 questions)**

* What do you expect or hope to learn from your year of service?
* What specifically attracts you to Amate House?
* What kinds of service are you interested in doing?
* How does this relate to your future career or personal goals?
* What does "success" in service look like to you?
* What other possibilities are you considering besides Amate House?
* Do you have any financial, family, or personal obligations that might interfere with the completion of the full term of service with Amate House? If yes, please explain.

**Personal Development (6 questions)**

* How do you spend your leisure time? Please share some of your personal hobbies or interests.
* What unique talents, gifts, and strengths would you bring to Amate House? How would they benefit those you encounter?
* What personal areas of growth do you need to work on? What would someone else observe about your weaknesses?
* What do you consider to be the biggest challenges of fostering a faith-based intentional community?
* What significant life events or changes have you experienced in the past four years? How have these impacted you?
* How do you respond to stressful situations? Cite one example.

**Amate House Mission (5 questions)**

*Our Mission Statement: “Amate House, the young adult volunteer program of the Archdiocese of Chicago, fosters the transformation of its Volunteers by providing experiences of full time service to people in need, community living, and faith formation. Amate House develops future leaders for the church and world who are committed to building a more just and loving society.”*

* How do your personal values relate to this mission? What excites or attracts you to this mission in particular?
* How do you understand the concept of stewardship? What does living a life of voluntary simplicity mean to you?
* What does the term "intentional community" mean to you? What have your experiences of community been, and what have you learned from them?
* How do you respond to conflict? Please cite one example in which you were at fault, and how the situation was resolved. Also, cite one example of a time when you engaged with someone who has a different style of conflict resolution from you.
* 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?

**Part Four – Resume**

Please submit a one page resume to [volunteer@amatehouse.org](mailto:volunteer@amatehouse.org) (PDF format preferred). Your resume should include the following:

EDUCATION

Include all institutions of higher learning that you have attended. Please also include any professional or training certificates or licenses. Include school name(s), dates attended, degrees and certificates earned, and major.

EMPLOYMENT

Include all significant employment from age 18 to present. Give a brief listing of your duties and responsibilities.

VOLUNTEER SERVICE EXPERIENCE

Include a brief listing of all significant volunteer service work you have performed or participated in during the past five years.

NOTE: If you are invited to participate in the site placement process, your resume will be submitted to the service sites where you interview. We strongly encourage you to make your resume as professional as possible, reflecting your talents, skills, and experiences. If you have not created a professional resume before, we recommend that you speak with a career counselor or visit a college career center.

Please submit your resume as an electronic attachment by emailing [volunteer@amatehouse.org](mailto:volunteer@amatehouse.org).

**Part Five - References**

A total of three character references are required with your Amate House Application. All three references must be received by the Amate House Staff in order for your Application to be complete. References are submitted by the following people:

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. Please select individuals that you have known for two years or more.

ONE PEER REFERENCE

To be completed by a peer who knows you well, preferably someone that you have lived with or currently live with. Please choose a person who you have known for TWO YEARS or more.

NOTE: Please do not list relatives, family members, or significant others as character references. Also, if you are accepted into Amate House, your reference forms will be submitted to the service sites where you choose to interview.

Amate House utilizes the Catholic Volunteer Network Common Reference Form. Please instruct your references to download this form (available at [www.amatehouse.org/volunteer/howtoapply](http://www.amatehouse.org/volunteer/howtoapply)) and send the completed form directly to the Amate House Staff at [volunteer@amatehouse.org](mailto:volunteer@amatehouse.org).

Please provide the following information for each of your references:

* Name
* Position/Title (Professional References only)
* Email Address
* Phone Number
* Person’s Relationship to You
* How long have you known this person?

**Submitting Your Application Materials**

After completing the online portion of your application, you will be asked to confirm that the information provided is true to the best of your knowledge. Please type your name as an electronic signature and list the date.

A few last reminders…

* Don’t forget that you need to email your resume to [volunteer@amatehouse.org](mailto:volunteer@amatehouse.org)
* Make sure that you send the reference form to your professional and peer references – they will submit their completed form directly Amate House, but you will be responsible for following up with your references and ensuring that they turn in their form in a timely manner. The reference form is available for download at [www.amatehouse.org/volunteer/howtoapply](http://www.amatehouse.org/volunteer/howtoapply)

We also accept Applications and References via mail to:

Amate House Program Staff

3600 S. Seeley Ave.

Chicago, IL 60609

Questions? Concerns? Please feel free to contact us at 773-376-2445 or email us at [volunteer@amatehouse.org](mailto:volunteer@amatehouse.org).

**Thank you for applying to Amate House!**