

Thank you for your interest in the St. Joseph Worker Program!

A year committed to justice, spirituality, community and leadership is a powerful path to transformation.

All of the information you'll need to apply is enclosed in this packet. When you've completed the application, please send it back to us to be reviewed. Keep in mind that preference will be given to applications received on or before March 15th for volunteer years beginning that following August. Applications received after mid-March will be accepted on a rolling basis, but placements are limited and will be filled as qualified applicants are chosen.

Once we receive your completed application in our office, the following must happen before acceptance into the program can be finalized:

- 1) Your application is reviewed by the St. Joseph Workers interview team. At the team's recommendation you will be invited in for a personal interview. We will contact you either way.
- 2) Your initial interview before the St. Joseph Workers interview team will determine provisional acceptance into the program. If you are recommended for acceptance, then on-site interviews are arranged at the work placement sites in which you have expressed interest. These interviews will take place with the work supervisor and, on occasion, SJW staff.
- 3) Once everyone (you, SJW staff, and work placement supervisor) agrees that a suitable match has been made—then acceptance can be finalized.
- 4) **If an emergency or other special circumstance arises that causes you to withdraw your application at any stage (especially after final acceptance), please let us know as soon as possible.**

If you have any questions about the interview process, the application, or the program in general, please don't hesitate to call. We look forward to talking with you!

Peace to you as you discern the next steps in your life.

Sincerely,

Suzanne Herder, CSJ, Director
Andrea Pearson Tande, Program Coordinator
651-696-2762
sjw@csjstpaul.org
www.stjosephworkers.org

St. Joseph Worker Community

Placement Possibilities

The specific work to be done at each community placement site is negotiated depending on the ministry's need and the applicant's skill and interest. Placement options are not limited to the ministries listed here.

Social Services and Community Organizing

- Peace House: Community shelter for homeless men and women
- INSTEP: Free daycare for low income families in the core-city
- HOPE Community: Community development, organizing, and empowerment in the inner city
- Sarah's Oasis: A house of hospitality and shelter for women healing from abuse or torture.
- Latino Ministry: Spanish language work with the Latino community in many different areas.
- Twin Cities Religion and Labor Network: Community organizing for labor rights within religious communities.
- Nonviolent Peace Force: Community organizing for peace.
- Working for systemic change along with a ministry placement.
- Working with troubled youth.
- Working for affordable housing.

Education

- Catholic High Schools: Working with high school youth integrating faith, justice & service.
- Learning In Style: English as a second language, math, computer skills and outreach to immigrants.
- CSJ Justice Office & Justice Commission: Justice education & advocacy
- Good Ground Press: Using writing and communication skills to do justice and faith education.
- Frog Town: English literacy tutoring for adult immigrants.
- Incarnation House: Working with women who are recovering from chemical dependency.
- CSJ Office of Communication: Writing and filming promotional materials for just causes.

Health Care

- St. Mary's Health Clinics: Free health care for the uninsured.

- SistersCare: Home health care assistance.
- La Clinica: Free or low cost health care for Latinos.
- St. Joseph's Hospital: Patient advocate and spiritual care.
- Woodwinds Hospital: alternative patient care, research for systemic change, and spiritual care in an innovative hospital setting.
- Working with the elderly.

Spirituality

- Young Adult Outreach Project: Spirituality and hospitality for young adults.
- Wisdom Ways: Theology programming for the broader community.
- Sistersonline: Writing about spirituality and justice issues for an internet audience.

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)

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: _____

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 (e.g. your physical condition, counseling history, family background) 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 attached 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** _____

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 (www.sjw@csjstpaul.org). Also, it's ok to have references send their recommendations directly to our office.

Applications received before March 15th 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
- _____ A recent picture of yourself
- _____ Your resume
- _____ Autobiography
- _____ Self-reference
- _____ Three sealed letters of reference (**spiritual reference is optional**)
- _____ Medical Form
- _____ Transcript (from highest level of education completed)

Please return all materials to:

St Joseph Worker Program
1884 Randolph Ave
St Paul, MN 55105
(651) 696-2762
sjw@csjstpaul.org

Autobiography

Please write a 3-5 page autobiography. We will use this as a chance to get to know you and little better. Of course you won't be able to touch on all the topics below—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?
- Describe the religious atmosphere in your home.
- 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?

COMMUNITY INVOLVEMENT AND LEADERSHIP

- Describe past or present involvement in school, community, or church and how it has impacted you.
- How do you define leadership? How are you a leader?
- How did you hear about the SJW program? What do you hope to take away from this experience?
- What are some of the situations you've lived in? 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?

SPIRITUAL

- How does your spirituality or religious faith show itself in your life?
- Which activities or places feed you spiritually? What drains you?

Transcripts:

Please send us a copy of the transcript for 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 Credential: (e.g. teaching, nursing, physical therapy, counseling, law). Indicate subject area, level, state or area of certification, 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 indicated 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 for the St. Joseph Workers Program.

1. Name _____ Phone _____
 spiritual guide, priest, or minister (**optional**)

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).

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 Workers program seeks mature, well-balanced, and spiritually motivated women to work with people who are struggling against poverty, violence and other forms of oppression. The SJW program takes seriously its core values of justice, spirituality, simplicity, and community and is looking for applicants who desire this focus. 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						
Seeks integration of faith in own life						

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 _____

To the reference- St. Joseph Workers seeks mature, well-balanced, and spiritually motivated women to work with people who are struggling against poverty, violence and other forms of oppression. The SJW program takes seriously its core values of justice, spirituality, simplicity, and community and is looking for applicants who desire this focus. 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 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						
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						
Seeks integration of faith in own life						

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 _____

spiritual guide, priest, or minister (optional)

Spiritual Guide or Minister Reference

This reference is optional

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 Workers seeks mature, well-balanced, and spiritually motivated women to work with people who are struggling against poverty, violence and other forms of oppression. The SJW program takes seriously its core values of justice, spirituality, simplicity, and community and is looking for applicants who desire this focus. 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 faith journey and/or relationship with God?

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

4. Please give examples of how the applicant has demonstrated a faith commitment (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						
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						
Seeks integration of faith in own life						

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 _____

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 ministry or ministries 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						
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						
Seeks integration of faith in own life						

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
No strong feelings

OK, some reservations

Weak, should be discouraged

Medical Form

To be completed by applicant
Please type or print

Name _____

**St. Joseph Workers are covered by health insurance as a part of the program.
This does not include dental or eye insurance.*

Medical History: (Indicate approximate year where appropriate)

Rheumatic Fever	_____	Allergies	_____
Heart Disease	_____	Hay Fever	_____
Endocrine Disease	_____	Vascular Disease	_____
Tuberculosis	_____	Hypertension	_____
Convulsions	_____	Speech Problem	_____
Kidney Disease	_____	Menstrual Problems	_____
Epilepsy	_____	Asthma	_____
Diabetes	_____	Others	_____
AIDS/HIV	_____	Cancer	_____

Do you use a wheelchair, prosthesis, hearing aid, crutches or another mobility aid?

Yes _____ No _____ Specify: _____

Did you ever have to modify your activities because of ill health or disability?

Yes _____ No _____ Specify nature of condition: _____

Are you allergic to any foods or medications?

Yes _____ No _____ Specify: _____

Accidents

Did you ever have any serious accident(s)? Yes ___ No ___ If yes, please explain and give date(s) _____

Were you hospitalized? Yes ___ No ___

What effect of this accident persists if any? _____

Surgical History

List operations and approximate dates: _____

Mental Health

Do you have any history of mental illness? Yes _____ No _____

Specify: _____

Have you ever been under psychiatric care? Yes _____ No _____

Hospitalized? Yes _____ No _____ Date(s) _____

Do you participate in individual and/or group counseling? Yes _____ No _____

If yes, how often and since what date? _____

Explain any history of chemical abuse as well as substance or food addiction

Mental Health (give a brief description of your overall current emotional/mental health)

** Thank you for your honesty. It will help the program place you correctly if we know you have physical or mental health concerns. All information will be kept in confidence.*