



## **GSV International 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 Introduction

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 February 10**. 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.
- Please read the **GSV International Handbook**, available at [www.gsvolunteers.org](http://www.gsvolunteers.org) to familiarize yourself with the program and expectations.
- A completed application packet includes:
  - **General application form (attached)**
  - **Self-reference form (attached)**
  - **Reference form (attached; to be completed by 3 references)**
  - **Physical Examination Report (attached; to be completed by your physician)**
  - **Resume**
  - **Official Undergraduate/Graduate college transcripts (unofficial transcripts accepted prior to graduation)**
- For all responses, **help us get to know you** as much as possible! Please be as specific as you can in your responses; feel free to use additional pages if you need more space. If possible, download the application, save it as a Microsoft 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 give the other references to a broad range of people who know you well (i.e. supervisors, co-workers, professors, counselors, roommates, mentors, campus ministers, **not family members or casual friends**). 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 GSV.
- 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.
- 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 International 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 term of service with GSV International? Please explain:

### III. Resume

Please attach a Resume with the following information (include dates):

1. Education: list schools you have attended. Include study abroad if applicable.
2. Professional: list paid jobs you have held.
3. Programs/Extra-Curricular: list organizations, volunteer efforts, or programs in which you have participated. Include any training you received.

### IV. Experiences, Skills, and Interests

1. What are your favorite periodicals, books, music, and/or movies?
2. What types of recreational activities, sports, or hobbies do you enjoy?
2. Do you know any other languages, and if so, at what level?
4. List any other experiences, talents, and hobbies that may be useful to GSV that are not found on your resume.
5. How did you hear about GSV originally?  
 Catholic Volunteer Network *Response* Guide or website  
 Service/Career Fair  
 GSV Brochure  
 College (specify what office, department, or network):  
 Website (specify):  
 Other (specify):
6. Have you applied to any other volunteer organizations or employment opportunities?  
If yes, please list the other organizations and your present status with them.

## V. Medical Information (to be completed by the applicant)

Medical History (please indicate if you have ever had any of the following conditions, and include dates)

- |  |   |
|--|---|
| <input type="checkbox"/> High blood pressure           | <input type="checkbox"/> Heart disease / Circulatory problems |
| <input type="checkbox"/> High cholesterol              | <input type="checkbox"/> Stroke                               |
| <input type="checkbox"/> Asthma, emphysema, bronchitis | <input type="checkbox"/> Kidney stones / cysts / failure      |
| <input type="checkbox"/> Gall bladder                  | <input type="checkbox"/> Hepatitis or liver problems          |
| <input type="checkbox"/> Depression / nervous problem  | <input type="checkbox"/> Thyroid disease                      |
| <input type="checkbox"/> Drug or Alcohol problems      | <input type="checkbox"/> Cancer (specify _____)               |
| <input type="checkbox"/> Epilepsy or seizures          | <input type="checkbox"/> Migraine headaches                   |
| <input type="checkbox"/> Arthritis or gout             | <input type="checkbox"/> Diabetes                             |
| <input type="checkbox"/> Anemia / Blood diseases       | <input type="checkbox"/> Tuberculosis                         |
| <input type="checkbox"/> Osteoporosis                  | <input type="checkbox"/> HIV / AIDS / STDs                    |

Other (specify):

Allergies (specify):

Please add any additional comments on the above conditions listed:

What prescription medication do you currently take?

Do you ever modify your activities because of health or disability? Please explain.

Are there any special medical conditions that might affect your service? (Specify any disabilities, chronic illness, special medications, physical limitations, allergies, restrictions, etc.)

**Accidents:**

Did you ever have any serious accidents and/or have you been hospitalized? Please explain.

What effects of the accident(s) persist?

Please list surgical operations and dates:

**Counseling/Therapy:**

Please indicate any counseling or therapy you have received and how it impacted you.

Please ask your most recent counselor/therapist to fill out one of your references.

Therapist Name(s):

Phone:

Address:

**Psychiatric History:**

Do you have any history of emotional/psychological difficulties? Please specify.

Have you ever been (or are you currently) under psychiatric care? Have you taken (or do you currently take) related medication?

## VI. 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 international 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 together in pairs in an intentional community setting, in which they share meals, discussions, and support. What previous shared living experiences (roommates, shared housing, intentional community, 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) 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?
- 10) 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?
- 11) Personal growth/development is an integral part of GSV. What do you hope or expect to learn from doing a year with GSV international?
- 12) GSV International has a fundraising component. GSV asks international volunteers to reach a fundraising goal of \$4,000. What are your thoughts on your willingness and ability to fundraise this amount?
- 13) Is there anything else that would be useful to know that would help the staff better support you throughout your year of service?

## **VII. Autobiographical Statement**

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, school, or other experience.

## VIII. References

*Please list your five references below.*

1. Name:

Phone:

Email:

Relationship to you:

2. Name:

Phone:

Email:

Relationship to you:

3. Name:

Phone:

Email:

Relationship to you:



## **GSV International Self-Reference Form**

This self-reference form will help us to know you better as we consider your application and placement with GSV International. When possible, use specific examples or scenarios in the answers. Please include this form with your completed application.

What personal strengths and abilities will enable you to function effectively in an international setting?

What do you identify as personal limitations or areas of improvement as you anticipate being in an international setting? What will be the most difficult adjustments for you?

Evaluate your ability to live and work with others. What can you bring to these situations? What qualities may help or hinder you?

For what type(s) of work would you best be suited? What skills do you have for this work?

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

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

<b>Characteristics</b>						<b>Comments</b>
Personal health	1	2	3	4	5	
Self-confidence	1	2	3	4	5	
Sense of humor	1	2	3	4	5	
Maturity	1	2	3	4	5	
Ability to get along w/others	1	2	3	4	5	
Emotional stability	1	2	3	4	5	
Common sense	1	2	3	4	5	
Dependability	1	2	3	4	5	
Sensitivity to others	1	2	3	4	5	
Tact in dealing w/others	1	2	3	4	5	
Ability to make decisions	1	2	3	4	5	
Initiative	1	2	3	4	5	
Flexibility	1	2	3	4	5	
Willingness to accept criticism	1	2	3	4	5	
Ability to relinquish control	1	2	3	4	5	
Creativity	1	2	3	4	5	
Effective use of time	1	2	3	4	5	
Ability to express feelings	1	2	3	4	5	
Ability to work w/others	1	2	3	4	5	
Ability to work alone	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	
Desire to live in intentional community	1	2	3	4	5	
Ability to adapt to new, unstructured or ambiguous situations	1	2	3	4	5	
Focus on spiritual development	1	2	3	4	5	
Ability to live with simple amenities	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 \_\_\_\_\_

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## GSV International Reference Form

***Applicant's Name:***

***Applicant's Email:***

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

Characteristics						Comments
Health, stamina	1	2	3	4	5	
Self confidence	1	2	3	4	5	
Sense of humor	1	2	3	4	5	
Maturity	1	2	3	4	5	
Ability to get along w/others	1	2	3	4	5	
Emotional stability	1	2	3	4	5	
Common sense	1	2	3	4	5	
Dependability	1	2	3	4	5	
Sensitivity to others	1	2	3	4	5	
Tact in dealing w/others	1	2	3	4	5	
Ability to make decisions	1	2	3	4	5	
Initiative	1	2	3	4	5	
Flexibility	1	2	3	4	5	
Willingness to accept criticism	1	2	3	4	5	
Ability to relinquish control	1	2	3	4	5	
Creativity	1	2	3	4	5	
Effective use of time	1	2	3	4	5	
Ability to express feelings	1	2	3	4	5	
Ability to work w/others	1	2	3	4	5	
Ability to work alone	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	
Desire to live in intentional community	1	2	3	4	5	
Ability to adapt to new, ambiguous or unstructured situations	1	2	3	4	5	
Focus on spiritual 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.

Give a brief, accurate description of the applicant. Please include strengths AND areas of improvement and how they will affect this person's capabilities to serve internationally.

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?



Overall, how highly would you recommend the applicant?

\_\_\_\_\_ exceptional, applicant is a wonderful fit for this program

\_\_\_\_\_ good, applicant would do well

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

\_\_\_\_\_ low, applicant should be discouraged

List three adjectives that best describe the applicant.

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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# Physical Examination Report

To be completed by physician. Please type or print.

Name of Applicant \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_

Remarks \_\_\_\_\_

Hearing \_\_\_\_\_ Hearing aid necessary? \_\_\_\_\_

Vision: Right \_\_\_\_\_ Left \_\_\_\_\_ With correction: Right \_\_\_\_\_ Left \_\_\_\_\_

Mouth: Teeth \_\_\_\_\_ Date of last dental examination \_\_\_\_\_

Urinalysis \_\_\_\_\_

DT Booster (within 5 years) Date given \_\_\_\_\_

Tuberculin Skin Test within six months of date of this exam (circle test done)

Tine Test, PPD, Mantoux, Other \_\_\_\_\_

Results \_\_\_\_\_ Date \_\_\_\_\_

Circle any abnormality:

Eyes Ears Nose Throat Sinuses Thyroid Chest Breasts Heart Lungs

Abdomen Lymph Nodes Reflexes Back

Explanatory Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any allergies, dietary restrictions? \_\_\_\_\_

Indicate any medications taken including recurrent non-prescriptive: \_\_\_\_\_

\_\_\_\_\_

Any significant past medical problems? \_\_\_\_\_

Disabilities? \_\_\_\_\_

Any present medical problems? \_\_\_\_\_

Disabilities? \_\_\_\_\_

Explain any history of alcohol or drug abuse: \_\_\_\_\_

\_\_\_\_\_

Are there any reasons why this person could not participate in the work of the Good Shepherd Volunteers or would have to modify his/her activities?

---

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Are you the applicant's regular physician? \_\_\_\_\_

For how long? \_\_\_\_\_

Signature \_\_\_\_\_

(Please use name stamp or include RX with your signature).

Address \_\_\_\_\_

---

City	State	Zip
------	-------	-----

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

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