**St. Joseph Worker Program**

**Application**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

                           (Street/PO Box)  (City)  (State)  (Zip)

School/Present Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                     (Street/PO Box)  (City)  (State)  (Zip)

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                (cell)                   (home)

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Age:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College (if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year Graduated \_\_\_\_\_\_\_\_\_\_\_\_

In Case of Emergency, Please Contact:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                     (Relationship to you)

NOTE: The St Joseph Worker Program will be conducting criminal background checks on all accepted applicants as required by volunteer placement sites and the St Joseph Worker Program.

Do you have a driver’s license?  \_\_ yes  \_\_ no Would you bring a car?  \_\_ yes  \_\_ no

How did you hear about the SJW program?

**Please use attached application checklist to be sure all materials are completed.**If you are applying to multiple St. Joseph Worker Program regions, you may use the same application, but please send the application to the appropriate regional offices.

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 St Joseph Worker Program application.  You do NOT have to wait until all items are completed before sending in individuals application items; you may send in portions as they are completed.  Please send all application items to Sr. Julie Fertsch at [sjw@csjla.org](mailto:sjw@csjla.org).

Also, please have references send their recommendations directly to sjw@csjla.org or to our office at 11999 Chalon Road Los Angeles, CA 90049

We accept applications and interview applicants on a rolling basis with two priority dates :

**First Priority Date: January 15, 2020**

**Second Priority Date: March 15, 2020**

Applications received after these dates will be processed in the order they are received until all positions are filled.

Items needed to complete an application:

\_\_\_\_ Completed Application Form

\_\_\_\_ Résumé

\_\_\_\_ Autobiographical and Program Values questions

\_\_\_\_ Self-reference

\_\_\_\_ Three letters of reference and one Community Member/Housemate reference

(electronic letters preferred)

\_\_\_\_ Transcript (non-official transcripts accepted. From highest level of education completed)

**Please email/return all materials to:**

**Sr. Julie Fertsch, sjw@csjla.org**

**Or send hard copies to:**

**St. Joseph Worker Program**

**11999 Chalon Road**

**Los Angeles, CA 90049**

**(732) 406-7510**

[**sjw@csjla.org**](mailto:sjw@csjla.org)

**Autobiographical and Program Values questions**

Please write a minimum of 4 pages on these autobiographical and values questions.  We will use this as a chance to get to know you a little better.  Please share the ideas and experiences that have most influenced you.

**SELF**

* Describe your essence (what makes you ‘you’) in 50 words or less.
* Who are you? Highlight any people, events or experiences that have shaped who you are.
* What are your strengths? Weaknesses?
* How is this year of service opportunity related to your aspirations for the future?
* What are your hopes and dreams for your future?
* Have you suffered any significant losses in the past two years?
* What brought you to the St Joseph Worker Program?

**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 have been some of the most difficult aspects of your relationships with your family?

**SOCIAL**

* Describe your relationship with your friends.
* How have these relationships impacted you?
* Are you in a committed relationship? Do you have local connections?
* The St. Joseph Worker year is a time intensive experience; how do you plan to balance all of your communities of family and friends?

**SJW VALUES**

* The four pillars of our program are Spirituality, Justice, Leadership and Community with Simplicity.  Please describe your understanding of each of these values and tell us about a particular experience you have had with each of the four Program values.
* What are your needs, hopes, and expectations concerning the intentional community aspect of the SJW Program?
* Living in an intentional community with other strong women is filled with both abundance and challenge. How do you plan to go about resolving conflicts within your community? Please write about an experience you’ve had where you were able to manage a conflict.
* Talk about your own spirituality or faith life.  Please describe some of the practices you use to sustain your spirituality.
* How do you envision learning and growing as a person while living out of the St. Joseph Worker Program and the four values?  Are you comfortable discussing your process of growth and your personal experiences within a community?  Please give an example of a time when you had the chance to share deeply within a community or group setting.

* What is your experience with service or volunteering? (Please give examples.)
* There are a large number of volunteer programs from which you could choose.  What draws you to a faith-based program like the St. Joseph Worker Program?
* What are two or three of your expectations for your St. Joseph Worker year?
* 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 programs, graduate schools, and employment options)?  What is the present status of each option?
* In addition to the following information, is there anything else about you that 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.

**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 acceptable.

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 Credentials: (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).

**Self -Reference**

**Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please respond to the questions below and complete the survey.** 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?  Please describe any specific interests, experiences or skills you have to offer a placement site.
3. Given the Service Placement Possibilities, what areas of interest would you like to find out more about?  What are you most interested in doing?  What would you dislike doing?
4. What do you like to do when you are not working?  What do you like to do in your free time?
5. What else would you like us to know about you as a potential St. Joseph Worker?

**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                     OK, some reservations            Weak, should be discouraged

No strong feelings

**Placement Interests**

In the St. Joseph Worker Program, applicants are matched with potential placements by considering a combination of skills and interests, placement needs and opportunities, and availability of placement options.  Filling out this sheet will help us find the right placement for your particular skills and interests.

Second language proficiency. What language? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please circle levels):

Speaking:                            Fluent                       Good                        Fair

Understanding:                  Fluent                       Good                        Fair

Reading:                             Fluent                       Good                        Fair

Writing:                               Fluent                       Good                        Fair

Third language:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Skill level and experience:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skills and talents: please mark the skills, talents, and gifts you would like to use (or grow or share) over the course of the St. Joseph Worker year:**

* Artistic skills
* Case management
* Childcare
* Community organizing
* Computer skills
* Counseling
* Crisis intervention
* Editing
* Event planning
* Gardening
* Language\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Listening
* Legal skills
* Medical care (direct)
* Medical care (public health)
* Photography/video/social media
* Planning reflection or communal prayer
* Political knowledge
* Public speaking
* Organizing Projects
* Researching
* Teaching/tutoring
* Web skills
* Writing
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**About which issues are you passionate?**

* Advocacy
* Affordable Childcare
* Art for Social Change
* Community Organizing
* Domestic Violence/Sexual Violence
* Education
* Environment
* Food Justice and Hunger Issues
* Health Care Access
* Homelessness
* Human Trafficking
* Immigration
* Literacy
* Poverty
* Public Policy
* Service Learning
* Services for Elders
* Women’s Services
* Workers’ Rights Issues
* Youth and young adult
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­

**References:**

Please list four people whom you have asked to complete your references.  Please use the common reference form included below. 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 Worker Program.

1.  Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference of your choice (mentor, past teacher, etc.)

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

4.  Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                    Previous Roommate/Housemate/ Community Member reference

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                    Street                                    City                State            Zip

**REFERENCE FORM- Employer or Supervisor Reference**

**Please email this completed reference form to Sr. Julie Fertsch at** [**sjw@csjla.org**](mailto:sjw@csjla.org)

Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This reference, along with the completed application packet, may be reviewed by a member of a screening committee, staff and supervisory staff at a potential service site.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

2.  Our Program Values are Justice, Spirituality, Leadership and Community with Simplicity.  In your experience of knowing this applicant, how is she compatible with these values? Comment on the applicant’s experience of one or more of these

3.  What are the applicant's strengths and challenges in working and/or living with others?

4.  Please describe an experience in which you have seen the applicant respond to an interpersonal conflict and her style of communicating in the situation.

On the following page, please highlight or circle the number that best fits the applicant for each characteristic below:

1 – Above Average (exceptional, overall excellent skills and strength)

2 – Average (meets expectations, usually cooperative, willing and able)

3 – Below Average (Area of concern, possible area for growth)

N/A – Not Applicable (based on my experience with the applicant I am unable to evaluate in this category)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Characteristics** |  |  |  |  | **Comments (Optional)** |
| Sense of humor | 1 | 2 | 3 | N/A |  |
| Maturity | 1 | 2 | 3 | N/A |  |
| Emotional stability | 1 | 2 | 3 | N/A |  |
| Ability to get along with others | 1 | 2 | 3 | N/A |  |
| Common Sense | 1 | 2 | 3 | N/A |  |
| Dependability | 1 | 2 | 3 | N/A |  |
| Tact | 1 | 2 | 3 | N/A |  |
| Ability to make decisions | 1 | 2 | 3 | N/A |  |
| Initiative | 1 | 2 | 3 | N/A |  |
| Flexibility | 1 | 2 | 3 | N/A |  |
| Ability to accept criticism | 1 | 2 | 3 | N/A |  |
| Creativity | 1 | 2 | 3 | N/A |  |
| Effective use of time | 1 | 2 | 3 | N/A |  |
| Ability to express feelings | 1 | 2 | 3 | N/A |  |
| Ability to work alone | 1 | 2 | 3 | N/A |  |
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| Ability to accept supervision | 1 | 2 | 3 | N/A |  |
| Ability to work under pressure | 1 | 2 | 3 | N/A |  |
| Ability to adapt to new or unstructured situations | 1 | 2 | 3 | N/A |  |
| Ability to process and reflect on life experiences | 1 | 2 | 3 | N/A |  |
| Ability to hold confidences | 1 | 2 | 3 | N/A |  |

5.  Overall, how would you describe the applicant? (Please choose one)

\_\_\_ Highly Recommend

\_\_\_ Recommend

\_\_\_ Recommend with Reservations

\_\_\_ Do Not Recommend

6.  Is there anything else about this candidate that you would like to share?

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

Occupation/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCE FORM- Professional or educational reference**

**Please email this completed reference form to Sr. Julie Fertsch** [**sjw@csjla.org**](mailto:sjw@csjla.org)

Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This reference, along with the completed application packet, may be reviewed by a member of a screening committee, staff and supervisory staff at a potential service site.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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| Maturity | 1 | 2 | 3 | N/A |  |
| Emotional stability | 1 | 2 | 3 | N/A |  |
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\_\_\_ Highly Recommend

\_\_\_ Recommend

\_\_\_ Recommend with Reservations

\_\_\_ Do Not Recommend

6.  Is there anything else about this candidate that you would like to share?

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

Occupation/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCE FORM- Reference of Choice- Mentor, past teacher, or other reference of choice**

**Please email this completed reference form to Sr. Julie Fertsch at** [**sjw@csj.org**](mailto:sjw@csj.org)

Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Characteristics** |  |  |  |  | **Comments (Optional)** |
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| Maturity | 1 | 2 | 3 | N/A |  |
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\_\_\_ Highly Recommend

\_\_\_ Recommend

\_\_\_ Recommend with Reservations

\_\_\_ Do Not Recommend

6.  Is there anything else about this candidate that you would like to share?

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

Occupation/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCE FORM- Housemate/Community Member/ Roommate Reference**

**Please email this completed reference form to Sr. Julie Fertsch at** [**sjw@csjla.org**](mailto:sjw@csjla.org)

Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This reference, along with the completed application packet, may be reviewed by a member of a screening committee, staff and supervisory staff at a potential service site.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

2.  Our Program Values are Justice, Spirituality, Leadership and Community with Simplicity.  In your experience of knowing this applicant, how is she compatible with these values? Comment on the applicant’s experience of one or more of these

3.  What are the applicant's strengths and challenges in working and/or living with others?

4.  Please describe an experience in which you have seen the applicant respond to an interpersonal conflict and her style of communicating in the situation.

On the following page, please highlight or circle the number that best fits the applicant for each characteristic below:

1 – Above Average (exceptional, overall excellent skills and strength)

2 – Average (meets expectations, usually cooperative, willing and able)

3 – Below Average (Area of concern, possible area for growth)

N/A – Not Applicable (based on my experience with the applicant I am unable to evaluate in this category)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Characteristics** |  |  |  |  | **Comments (Optional)** |
| Sense of humor | 1 | 2 | 3 | N/A |  |
| Maturity | 1 | 2 | 3 | N/A |  |
| Emotional stability | 1 | 2 | 3 | N/A |  |
| Ability to get along with others | 1 | 2 | 3 | N/A |  |
| Common Sense | 1 | 2 | 3 | N/A |  |
| Dependability | 1 | 2 | 3 | N/A |  |
| Tact | 1 | 2 | 3 | N/A |  |
| Ability to make decisions | 1 | 2 | 3 | N/A |  |
| Initiative | 1 | 2 | 3 | N/A |  |
| Flexibility | 1 | 2 | 3 | N/A |  |
| Ability to accept criticism | 1 | 2 | 3 | N/A |  |
| Creativity | 1 | 2 | 3 | N/A |  |
| Effective use of time | 1 | 2 | 3 | N/A |  |
| Ability to express feelings | 1 | 2 | 3 | N/A |  |
| Ability to work alone | 1 | 2 | 3 | N/A |  |
| Ability to work with others | 1 | 2 | 3 | N/A |  |
| Ability to accept supervision | 1 | 2 | 3 | N/A |  |
| Ability to work under pressure | 1 | 2 | 3 | N/A |  |
| Ability to adapt to new or unstructured situations | 1 | 2 | 3 | N/A |  |
| Ability to process and reflect on life experiences | 1 | 2 | 3 | N/A |  |
| Ability to hold confidences | 1 | 2 | 3 | N/A |  |

5.  Overall, how would you describe the applicant? (Please choose one)

\_\_\_ Highly Recommend

\_\_\_ Recommend

\_\_\_ Recommend with Reservations

\_\_\_ Do Not Recommend

6.  Is there anything else about this candidate that you would like to share?

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

Occupation/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_