**Annunciation House** **Volunteer Application**

Your completed application to Annunciation House should include the following elements. Please utilize the following checklist to indicate that you have completed each piece of the application.

\_\_\_ APPLICATION FORM

\_\_\_ PERSONAL STATEMENT

\_\_\_ RECENT PHOTOGRAPH

\_\_\_ MEDICAL SURVEY

\_\_\_ REFERENCE LETTER 1: List name of family member:

\_\_\_ REFERENCE LETTER 2: List name of mentor, spiritual director, or guide:

\_\_\_ REFERENCE LETTER 3: List name of professional or academic supervisor:

\_\_\_ REFERENCE LETTER 4: List name of individual of choice:

**Timelines:** Applications to Annunciation House are considered on a rolling basis. They will be reviewed only when all elements of the application have been received. Applications for year-long service should be submitted by email to volunteercoordinator@annunciationhouse.org . They should be received no later than 30 days prior to the desired start date (Feb 1, May 25, Aug 1, or Nov 1). Summer internship applications should be received by April 15TH.Once your application has been received, you will be contacted by the volunteer coordinator to schedule an interview (conducted via Zoom or phone).

**BACKGROUND CHECK**: Upon provisional acceptance as a volunteer, applicants will be required to undergo a background check. There is a $15 fee.

**PERSONAL INFORMATION**

Name:

Present Address:

Permanent Address:

Cell Phone Number:

Email Address:

Date of birth: \_\_\_\_\_\_\_\_\_\_ Age: \_\_\_

Gender (include pronouns if desired): \_\_\_\_\_\_

Place of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_ Country of Citizenship: \_\_\_\_\_\_\_\_\_

Please indicate if you are: Single \_\_\_ Married \_\_\_ Divorced \_\_\_

Religious or Spiritual Affiliation, if any: \_\_\_\_\_\_\_\_\_\_\_

**TERM OF SERVICE**

1. Are you applying to be a year-long or summer volunteer?
2. **Year-long applicants only:**
	1. Which arrival date are you applying for (February 1, May 25, August 1, or November 1)?
	2. Are you available to volunteer for twelve months from that starting date?
	3. Do you have any personal, financial, or family obligations that conflict with the commitment period you have indicated above?
3. **Summer internship applicants only**:are you available to serve during the entire period of May 25 to August 3? If this period presents any problems, please explain them.

**PERSONAL BACKGROUND**

1. Please explain what you have been doing for the past five years. Provide dates and locations of schools, employers, etc. where applicable.

2. How did you first hear about Annunciation House? Do you know a former Annunciation House volunteer and/or have you previously visited Annunciation House?

3. Do you have a driver’s license? \_\_\_\_\_

What state? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many years? \_\_\_\_\_\_

I’ve had \_\_\_\_\_traffic citations in the past 3 years

4. Do you plan on bringing a vehicle with you, if accepted?

5. If so, do you presently carry auto insurance? \_\_\_\_\_

6. Have you ever been convicted of a felony or misdemeanor crime? If so, please explain:

7. In case of emergency, please contact:

NAME: \_\_\_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_ CITY: \_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_

ZIP \_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_

8. If you are married or partnered, name of spouse or partner:

9. Please list names and ages of your children, if you have any:

**EDUCATION**

1. What is the highest grade or level of schooling you have completed?

2. Do you have a degree?

DEGREE: \_\_\_\_\_\_\_\_\_\_\_ SCHOOL: \_\_\_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_\_\_\_

DEGREE: \_\_\_\_\_\_\_\_\_\_\_\_SCHOOL: \_\_\_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_\_\_\_

3. Educationally, what would you say has had the greatest significance in or impact on your life?

4. What did you least like or what caused you the most problems educationally?

5. What books, periodicals or films have you read or seen within the past 3 years that have had a significant influence on you, your values, priorities, and life beliefs?

6. Have you participated in any workshops, seminars or retreats within the past several years that you found especially good and empowering? Please explain.

**EMPLOYMENT**

1. Provide the following for your present or most recent employer:

NAME OF ORGANIZATION: \_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_CITY \_\_\_\_\_\_STATE: \_\_ ZIP \_\_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_\_\_\_\_

DATES OF EMPLOYMENT \_\_\_\_\_\_

REASON FOR TERMINATION: \_\_\_\_\_\_

2. What employment, if any, has had a significant impact on you as well as on the people with whom you worked or served?

3. Have you ever been fired from a job for any reason?

4. Please list any certifications you presently hold.

5. List and describe any volunteer work you have done. Give name, address and phone number of organization.

**LANGUAGE EXPERIENCE**

Much of life at Annunciation House is conducted in Spanish. The vast majority of our guests originate from primarily Spanish-speaking countries of origin. To be successful as a volunteer, you will need to understand and speak some Spanish.

1. Please describe any formal classwork you have completed in the study of the Spanish language.
2. Please describe any informal exposure you have had to speaking Spanish, i.e. primarily conversational.
3. Have you ever lived, studied, volunteered, and/or worked in a Spanish-speaking community or country?
4. How would you rate your ability to speak, understand, read, and write Spanish?
5. Do you speak any other languages in addition to Spanish and English? If so, please describe.
6. Given what you have learned about life at Annunciation House as a volunteer, what challenges do you expect to experience given your current level of proficiency in Spanish?
7. What concrete strategies will you utilize both before arriving at Annunciation House and during your time of service to improve your Spanish language proficiency if necessary?

**RELIGIOUS AND SPIRITUAL BACKGROUND**

1. Annunciation House is rooted in Catholic spirituality, but volunteers come from many faith backgrounds (including some volunteers with no faith tradition). The staff of the house gathers regularly for prayer, reflection, and Eucharistic celebrations (Mass) to engage in spiritual development. By joining the staff, you are freely choosing to participate with us. What is your comfort level with participating in spiritual life and practices?
2. Write a brief statement of your own religious and/or spiritual beliefs at this point and time in your life.
3. How do you integrate your religious or spiritual beliefs into your day-to-day life?

4. Are you a member of the clergy or any religious community?

**INSIGHTS AND NEEDS**

1. Annunciation House offers hospitality to refugees, immigrants, and the undocumented. At times, it also offers hospitality to runaways, people who are experiencing mental illness, and individuals fleeing domestic violence. Volunteers live and work in the same house with all of these people whom they serve. How do you feel about sharing your life with these various people—living in the same house, eating at the same table, laughing and playing with them, etc?
2. The work and service are as varied as the guest. How do you feel about spending your days coordinating meals, sorting through fruits and vegetables, taking guests to the clothing bank, orienting new guests to the house, answering the phone and the door, receiving donations and putting them away, meeting with the guests and listening to their stories, making medical appointments for the guests, accompanying guest to appointments, and responding to the unpredictable needs of the moment?
3. Do you have hobbies, interests, talents or abilities you would especially enjoy sharing with the people served? Please explain.
4. Please describe the amount and kind of structure or direction you like to have in your work or service situation.
5. Describe yourself on the extrovert-introvert continuum.
6. How will the strengths of your personality help you in your work and life at Annunciation House?
7. Please describe what you imagine the life and work at Annunciation House is like.
8. Are there some areas of work or service to people that make you uncomfortable and which you feel might be a problem at any of the houses sponsored by Annunciation House?
9. What needs to be present in your living and community environment for you to be at peace and able to enjoy where you live and the work you do?
10. Have you ever lived in intentional community with others? If so, what were both the challenges and the rewards that you experienced?
11. If needed, are you willing to share a room with a fellow volunteer? Please elaborate.

**MEDICAL INFORMATION**

1. Do you have a health insurance policy that will cover you during your time of service?
2. If so, please provide us with details regarding that policy.

NAME OF COMPANY: \_\_\_\_\_\_\_\_\_ PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POLICY #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If you do not currently have an insurance policy that will cover your time of service and you are committing to service for at least one year, are you requesting that Annunciation House provide you with insurance coverage?

4. PRIMARY PHYSICIAN: \_\_\_\_\_\_\_\_ PHONE\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Please list the dates and locations of any psychotherapy you have received.

6. In your assessment, do you have any health or mental health conditions that could affect in any way your well-being and work at Annunciation House? Are you able to complete the tasks assigned, with or without reasonable accommodations? Please explain any concerns you have.

**PERSONAL ESSAY**

Please write a personal essay or letter explaining your reason and motivations for wanting to serve as a staff volunteer with Annunciation House.

**QUESTIONS**

Please list below any questions you have about any aspects of our work.

**PERSONAL REFERENCES**

1. Pastor, minister, spiritual director, or mentor (someone who can comment on your spiritual and/or emotional maturity)

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Employer, academic advisor or instructor, or supervisor

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Adult member of your immediate family

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Individual (other than family member) of your choosing

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMISSION PROCESS**

I grant permission for Annunciation House Inc. to seek additional pertinent information from the four individuals listed above, in the case that it is necessary to further the application process.

SIGNATURE\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*A digital signature is acceptable.

Please submit all aspects of your application via email to: volunteercoordinator@annunciationhouse.org. Please contact us at this email address if an alternate method for submission is requested.

Notes

* We recommend you follow up on your reference letters. This is the most frequent cause of delays in processing applications.
* Applications will be reviewed after all materials have been received.
* After the application is complete, we will contact you to schedule a phone or Zoom interview. Once this is completed, we will let you know a decision regarding your application within one week.
* Final acceptance is contingent upon a background check, which we will work with you to acquire.
* Please address any questions to the volunteer coordinator (volunteercoordinator@annunciationhouse.org)