

Visitation Internship Program

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FULL APPLICATION INSTRUCTIONS

Please fill out the application as completely as possible. If a question is not applicable, please indicate by typing, N/A. It may seem like the process is asking for a lot of information, but it is all intended to assist us and you in discerning if VIP is a good fit for a service year.

Feel free to call or write our office at any time if you have any questions. Complete this application and return it as soon as possible. We begin screening applications after February 1st, and we process them in the order they arrive completed into our office.

The application consists of the following:

- 1. Full Application Form*
- 2. One Self-Reference Form*
- 3. Two Reference Forms*
- 4. One Spiritual Reference Form*
- 5. One Medical History Form*

Complete all materials above and send them via e-mail to our office. It is also recommended that you keep a copy of your application for your records.

Your completed reference forms will be sent separately to the VIP office by your references, via U.S. Mail. Reference forms are posted here. Please print the forms, sign the waiver section and give them to the people you have listed on the application. You should include a variety of people, both men and women, who presently know you well, such as an employer, a professor, and a peer or roommate. Note that one form is particularly marked for a spiritual reference; this is to be completed by someone who knows you in the specific context of your faith life. Please ask people writing your reference to mail their completed reference forms directly to our office in a sealed envelope with their signature across the seal.

We will acknowledge receipt of your application with a phone call. If you do not hear from us soon after you have sent us your application, please call us. We will tell you either that your application is complete or what parts are missing. Each application is carefully read and screened to determine if the applicant is appropriate for the VIP Program and that VIP is a good fit for the applicant. You will receive one of three things:

- 1. A phone call explaining that we think you are well-suited for VIP and we would like to set up a personal interview.*
- 2. A call asking for further information or clarification about your application.*

3. A call saying we have determined that VIP is not the program for you at this time.

The next step in the process is your personal interview and we either:

1. Offer you acceptance into Visitation Internship Program and ask you to have a physician's report completed by your doctor, to have a dental report completed by your dentist, and to have your academic transcripts sent to the VIP office;
- or 2. Determine that the VIP is not the program for you at this time.

FULL APPLICATION ---Self-Reference Form

Please complete the following questions and return your completed application to the VIP office. Please e-mail.

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone (_____) _____ Work Phone (_____) _____

Permanent Address (if different from above) _____

City _____ State _____ Zip _____

BACKGROUND AND INTERESTS

1. Beginning with the most recent, list all schools attended.

Name of School City, State, Major/ Dates Diploma

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. List jobs held, including military service, starting with your most recent.

Occupation - Describe of Responsibility - Time

3. Do you speak a language(s) other than English? _____ If yes, state the language(s) and your proficiency level.

4. Have you had any significant experience with people of nationalities or cultures other than your own? _____ Please explain. Include travel or life overseas, experience in community living, working with migrants, inner-city living or working, etc....

5. What other experiences or talents do you have which you would consider valuable and useful for a year of service?

6. List some of your leisure activities and hobbies.

7. Are there any medical conditions which might affect your service or place of assignment? _____ If yes, please detail any physical disabilities, chronic illnesses, special medications, allergies, restrictions, etc.

8. Are there any family, personal or financial obligations that might inhibit your offering a year of service with the Visitation Internship Program? _____ If yes, please explain.

9. Are you willing to make a one year commitment beginning in Mid-August? _____

Circle the number that best describes the applicant in the following areas (five being the highest).

CHARACTERISTICS

- | | |
|--|---|
| Health, Stamina 1 2 3 4 5 | Acceptance of Criticism 1 2 3 4 5 |
| Appearance 1 2 3 4 5 | Effective Use of Time 1 2 3 4 5 |
| Self-confidence 1 2 3 4 5 | Ability to Express Feelings 1 2 3 4 5 |
| Sense of Humor 1 2 3 4 5 | Ability to Work with Others 1 2 3 4 5 |
| Social Maturity 1 2 3 4 5 | Ability to Work Alone 1 2 3 4 5 |
| Ability to Get Along w/ Others 1 2 3 4 5 | Leadership 1 2 3 4 5 |
| Emotional Stability 1 2 3 4 5 | Ability to Work Under Pressure 1 2 3 4 5 |
| Common Sense 1 2 3 4 5 | Ability to Adapt to New Situations 1 2 3 4 5 |
| Dependability 1 2 3 4 5 | Knowledge of Own Limits 1 2 3 4 5 |
| Sensitivity to Others 1 2 3 4 5 | Caring for Own Needs 1 2 3 4 5 |
| Tact 1 2 3 4 5 | Seeking Integration of Faith
with Own Life 1 2 3 4 5 |
| Ability to Make Decisions 1 2 3 4 5 | Openness to Different
Expressions of Faith 1 2 3 4 5 |
| Initiative 1 2 3 4 5 | |
| Creativity 1 2 3 4 5 | |
| Flexibility 1 2 3 4 5 | |

List three adjectives that best describe you:

REFERENCES

Please list the four people whom you have asked to be your references. These people should currently know you well and be able to evaluate your ability to work and grow in Visitation Internship Program. Include different types of people: a teacher, an employer, a peer or friend, and a person to offer a specifically spiritual reference. Do not include relatives.

Name Address & Phone Number and Connection

1. _____
2. _____
3. _____
4. _____

PHOTO: Please enclose a recent photo to help us get to know you and for identification

Signature

Date

ESSAY QUESTIONS Self-Reference

Please attach an essay about yourself. Your essay will help us get to know you better, so please address the following points thoroughly. We ask that you use examples and explanations as much as possible. Please type your essay; it should be about 5 or 6 pages ---long enough to give a good picture of you, your gifts and why you are applying to be a part of VIP's experience of service, prayer, and community.

1. What are your reasons for wanting to become a Visitation Internship Program volunteer? Describe experiences that have led you to this choice. What do you hope to accomplish; what do you hope to give, and what do you want to gain?
2. VIP Volunteers live in community, sharing household chores, meals, celebrations, liturgies, prayer and more. What are your expectations and apprehensions of living in community?
3. How would you describe your personal faith journey, and how has it led you to apply to Visitation Internship Program?
4. What is the role of personal and communal prayer in your life and what are your expectations for personal and communal prayer in VIP?
5. St. Francis de Sales was committed to simple living and living in solidarity with the poor. What does simple living mean to you? How does a simple lifestyle relate to your service with the poor? What changes in your lifestyle will you need to make in order to live simply, and how do you envision making those changes living on a small monthly stipend?
6. What do you most enjoy about interacting with other people and what is most difficult for you in forming relationships with others?
7. How do you deal with conflict between you and another person? Give an example.
8. How do you deal with difficult situations or decisions? Do you talk to other people, pray, journal? Explain.
9. Have there been any significant changes, events, or transitions in your family and in your life that may have shaped you?
10. Please add any other information you think would help us get to know you.