



# NOTRE DAME INTERNATIONAL VOLUNTEER PROGRAM

## Application



Please complete this form to provide initial background information.

### Basic Personal Information

Name \_\_\_\_\_ Date of Birth (mm/dd/yy) \_\_\_\_\_

Address \_\_\_\_\_ Gender  Male  Female

City, State Zip \_\_\_\_\_ Citizenship \_\_\_\_\_

Primary Telephone \_\_\_\_\_ Additional Telephone \_\_\_\_\_ Do you have a passport?  
 yes  no

Email \_\_\_\_\_ How did you learn about this program?  
 Sister of Notre Dame  
 Internet  
 Other \_\_\_\_\_

Marital Status  Single  Married  Divorced  Separated  Widowed

### Education and Employment

**Secondary School Attended** Name \_\_\_\_\_  
Date Graduated \_\_\_\_\_ City, State \_\_\_\_\_

**College, University or Professional School Attended** Name \_\_\_\_\_  
Date Graduated \_\_\_\_\_ City, State \_\_\_\_\_  
Degree or Certificate \_\_\_\_\_ Field \_\_\_\_\_

**Graduate School** Name \_\_\_\_\_  
Date Graduated \_\_\_\_\_ City, State \_\_\_\_\_  
Degree \_\_\_\_\_ Field \_\_\_\_\_

**Present Occupation** Job Title \_\_\_\_\_  
Company Name \_\_\_\_\_  
City, State \_\_\_\_\_

### Additional Information

Comments with respect to any item above:

## Short Answer Essay Questions -- Service and Faith

List or briefly describe your church and/or volunteer involvement. What have you learned about yourself through these involvements?

The Sisters of Notre Dame mission in Uganda has a specifically Roman Catholic orientation. Not all volunteers need to be Catholic. You would be expected to participate to some extent in religious and liturgical activities. Are you comfortable with participating in Catholic services? Comment on your faith tradition and the integration of faith into your life and work.

Briefly explain why you are interested in serving with the Sisters of Notre Dame in Uganda.

## Short Answer Essay Questions -- Travel Experiences

List or briefly describe any overseas travel or living experiences.

Conditions in western Uganda are “rural.” Please indicate what, if any, experience you have had with camping and “roughing it.”

The Uganda mission is in a remote area. Traveling to other regions is not simple, and phone and electronic communications are limited. How do you think this will affect you?

## Work Skills and Interests

Volunteers in the mission need to be adaptable and ready to fill in as needed. Below are some of the possible service opportunities. Please indicate three areas of interest.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Assisting in the computer lab           | <input type="checkbox"/> Canteen Manager | <input type="checkbox"/> Gardening  |
| <input type="checkbox"/> Assisting in the library                | <input type="checkbox"/> Coaching        | <input type="checkbox"/> Supplies/Inventory Manager                       |
| <input type="checkbox"/> Assisting with the microfinance program | <input type="checkbox"/> Cooking         | <input type="checkbox"/> Teaching<br>Grade Level <input type="checkbox"/> |
|  | <input type="checkbox"/> Health Care     | <input type="checkbox"/> Tutoring<br>Grade Level <input type="checkbox"/> |

Is there a particular type of work or ministry that you would especially like to do?

For what type of work do you consider yourself best suited? Please be specific.

Why do you think the mission will be a suitable place for using your particular talents?

Indicate any special technical skills you have.

## Self-Reference

Please help us to know more about you by responding to the items below. You may add additional sheets if needed.

### Personal Qualities

Please check the box which best describes you in the following areas.

	Excellent	Good	Average	Below Average	Unable to Judge
Maturity					
Motivation					
Patience					
Sense of Humor					
Creativity					
Physical Health					
Emotional Stability					

Please insert or attach a recent photo of yourself. Describe some key aspects of yourself as a person.

What medical or psychological conditions might impact carrying out your responsibilities as a mission volunteer?

## Work Qualities

Please check the box which best describes you in the following areas.

	Excellent	Good	Average	Below Average	Unable to Judge
Adaptability to new and unstructured situations					
Decision-making ability					
Competence in performing assigned work tasks					
Punctuality and Professionalism					
Ability to perform under pressure					
Teamwork ability					
Tact in dealing with others					
Dependability					

In the culture of the mission tasks are not always fully defined. At times you may not be assigned specific tasks. Discuss your ability to be comfortable alone and occupying yourself. Are you a self-starter who will be able to see what would be useful without specific direction?

How do you approach problem situations?

How comfortable are you in making decisions?

## Interpersonal Qualities

Please check the box which best describes you in the following areas.

Inte	Excellent	Good	Average	Below Average	Unable to Judge
Ability to live with others, share and give support					
Ability to express feelings					
Ability to seek help when in need					
Openness to those who are poor, to different cultures, classes, religions					
Openness to direction in work					

Each person has strengths and weaknesses. What are your areas of strength in personal relationships and in work situations?

What are your areas of weakness that may be areas of difficulty for you as a volunteer, whether in personal or workplace relationships?

Discuss your experiences living and working with others. How do your personal qualities help or hinder you?

What questions do you have about the Sisters of Notre Dame Uganda Volunteer Program?

Additional comments, concerns or responses to questions above:

## Signature and Date

The information I have provided in this application is true and accurate to the best of my knowledge.

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

## Submission Instructions

Once you have completed this application, please send the form, short answer essays, your resume, and your picture to the appropriate regional coordinator. You may supply your sealed references either with this packet or separately.

### **Applicants east of the Mississippi contact:**

Sister Mary Ethel Parrott  
Notre Dame Academy  
1699 Hilton Drive  
Covington KY 41011  
parrottm@ndapandas.org  
Tel: 859-292-7727  
Fax: 859-292-7722

### **Applicants west of the Mississippi contact:**

Sister Betty Mae Bienlein  
Notre Dame Center  
1776 Hendrix Avenue  
Thousand Oaks, CA 91360  
bmsnd@aol.com  
Tel: 805-917-3711  
Fax: 805-379-3616



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## Faith and Ministry Reference

Please ask an individual from a faith-based organization to complete the Faith and Ministry Reference. This person may be a campus minister, religious instructor or pastor or similar professional who has knowledge and experience of your character and personal journey.



### Applicant Information

Name \_\_\_\_\_

I waive my right of access to this form.       I do not waive my right of access to this form.

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

### Reference Information

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Employer \_\_\_\_\_

City, State Zip \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Primary Telephone \_\_\_\_\_ Additional Telephone \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

Email \_\_\_\_\_

### About the Notre Dame International Volunteer Program

The Notre Dame International Volunteer Program is an opportunity to join with the Sisters of Notre Dame as they serve the people of the rural village of Buseesa, Uganda and the students enrolled in school at St. Julie Mission. The mission was established over ten years ago and is currently staffed by Sisters of Notre Dame from Uganda, the United States and Germany. Their ministries in this isolated community include a preschool and day school for local children, a boarding school, faith sharing groups and a micro-finance program. Volunteers support these programs in a variety of ways and participate in local liturgies. Ideal candidates for the NDIV program are mature, independent and strongly rooted in a faith that calls them to action by serving persons who are poor.

### About this Reference Form

This reference form is part of a larger application process and no candidate will be rejected on the basis of a single reference. Please be honest and forthright in your responses. We appreciate your time and candid comments.

After you have completed this form and made a copy for your records, please place the originals in an envelope and sign your name across the seal. You may either return the reference to the applicant or mail it to the appropriate regional coordinator:

**Applicants east of the Mississippi:**  
Sister Mary Ethel Parrott  
Notre Dame Academy  
1699 Hilton Drive  
Covington KY 41011

**Applicants west of the Mississippi:**  
Sister Betty Mae Bienlein  
Notre Dame Center  
1776 Hendrix Avenue  
Thousand Oaks, CA 91360

## Interpersonal Skills of Applicant

Please check the box which best describes the applicant in the following areas.

	Usually	Frequently	Occasionally	Never	Unable to Judge	Comment
Participates in religious services						
Shares values and beliefs						
Volunteers with the marginalized						
Shows respect for others						
Concerned about social justice issues						
Openly expresses feelings						
Interacts well with groups						
Kind, caring, generous						
Open-minded						

List three adjectives that best describe the applicant's general outlook and attitude.

\_\_\_\_\_

Rate the applicant's overall potential for success.

\_\_\_ Definitely an achiever \_\_\_ Strong candidate \_\_\_ Good potential \_\_\_ Average outlook \_\_\_ Weak prospects

## Personal Qualities of the Applicant

On a separate sheet of paper, please share your insights regarding the applicant's potential as a volunteer at our mission in rural Uganda. If possible, include specific examples of your experiences or relationship with the applicant. Address the following questions in your assessment of the applicant:

What values have you observed are most important to her?

How have you witnessed her demonstrate those values?

How has she sought to nurture relationships with others?

How has she demonstrated interest in serving persons who are poor?

Please include any information that would be helpful in determining the applicant's suitability as a volunteer. Thank you for your time and consideration. We look forward to your candid response.

## Signature and Date

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



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## Employer or Supervisor Reference

Please ask an individual who has supervised you extensively in either a professional or volunteer setting to complete this form.



### Applicant Information

Name \_\_\_\_\_

I waive my right of access to this form.       I do not waive my right of access to this form.

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

### Reference Information

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Employer \_\_\_\_\_

City, State Zip \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Primary Telephone \_\_\_\_\_ Additional Telephone \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

Email \_\_\_\_\_

### About the Notre Dame International Volunteer Program

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Sister Betty Mae Bienlein  
Notre Dame Center  
1776 Hendrix Avenue  
Thousand Oaks, CA 91360

## Interpersonal Skills of Applicant

Please check the box which best describes the applicant in the following areas.

	Usually	Frequently	Occasionally	Never	Unable to Judge	Comment
Arrives on time						
Works full shift						
Dresses properly						
Uses time effectively						
Interacts well with a variety of people						
Shows initiative						
Solves problems effectively						
Handles crisis situations appropriately						
Follows directions well						
Uses common sense						
Collaborates effectively with colleagues						
Manages a variety of tasks						
Works well alone						
Knows personal limits						
Works well with others						
Expresses personal needs appropriately						

List three adjectives that best describe the applicant's work ethic and attitude.

\_\_\_\_\_

Rate the applicant's overall potential for success.

\_\_\_ Definitely an achiever \_\_\_ Strong candidate \_\_\_ Good potential \_\_\_ Average outlook \_\_\_ Weak prospects

## Personal Qualities of the Applicant

On a separate sheet of paper, please share your insights regarding the applicant's potential as a volunteer at our mission in rural Uganda. If possible, include specific examples of the applicant's abilities and accomplishments. Consider the following questions as a starting point:

What are the applicant's responsibilities in their current position?

How does the applicant enhance the work environment?

Would you hire the applicant again if a position were open?

Thank you for your time and consideration. We look forward to your candid response.

## Signature and Date

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