

PROJECT SERVE

CATHOLIC CHARITIES IN ACTION

APPLICATION • CHECKLIST

Project SERVE will begin to accept applications February 1. Please notify the Social Ministry Coordinator of your intent to complete the application prior to beginning the application.

The application **priority deadline is February 1**. After that, applications will be accepted on a **rolling basis through July** until positions are filled. The earlier you apply the more options there will be for site placements.

All documents may be submitted by email or post to:

Sarah McIlvried
Social Ministry Coordinator
320 Cathedral Street
Baltimore, MD 21201
667.600.2020
smcilveried@cc-md.org

REQUIRED APPLICATION MATERIALS:

- Questionnaire
- Essay
- Resume
- Reference 1
- Reference 2
- Reference 3

PROJECT SERVE

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APPLICATION • PART I

Questionnaire

I. PERSONAL PROFILE:

1. Name:
2. Current Address, including city, state and zip:
3. Telephone:
4. Email address:
5. Permanent address *(if different from current address)*:
6. Gender:
7. Date of Birth:
8. Are you a U.S. citizen? Yes No If not, please state country of citizenship:
9. Do you have a valid driver's license? _____ or State ID? _____
10. Languages spoken *(other than English)*:

II. EDUCATION AND EXPERIENCE:

11. **High School** *(if more than one, list school where diploma was received)*

School name: _____ City: _____ State: _____

Dates attended: From *(month/year)*: _____ To: _____

Graduation year: _____

Degree, please circle or highlight: HS diploma GED Other:

12. Post-secondary education *(list most recent first)*

School name: City: State:

Dates attended: From *(month/year)* To:

Area of study: Graduation year:

School name: City: State:

Dates attended: From *(month/year)* To:

Area of study: Graduation year:

13. Occupational history *(List work experience, volunteer or paid, over the past four years. Begin with your most recent position. Attach resume instead, if available).*

Employer/Organization	From/To	Duties	Reason for Leaving
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14. Other certifications or professional accreditations *(if applicable):*

15. Have you ever visited or lived in the Baltimore metropolitan area? If so, when and for how long?

16. Currently, what are your future goals and how will Project SERVE help you to attain them?

17. What do you like to do in your free time (hobbies, interests and talents)?

III. PROJECT SERVE

18. How did you learn about Project SERVE?

29. Why are you interested in Project SERVE?

20. What service and justice areas interest you most? (*Check all that apply*)

Education/children _____ Families in poverty _____ Seniors _____
Recent Immigrants _____ Hunger/Homelessness _____ People with disabilities _____

21. What skills or talents do you have that you would like to utilize while volunteering through Project SERVE?

22. What are your hopes and concerns regarding living in an intentional community setting with other Project SERVE volunteers? What would you like to learn by living in an intentional community?

IV. ADDITIONAL INFORMATION

23. Have you applied or are you planning to apply to other service programs (does not impact application status)? If known at this time, please list:

Thank you for taking the time to complete this questionnaire. Please remember to complete the biographical essay and references, also, and forward them to the Project SERVE office.

Sarah McIlvried
320 Cathedral Street
Baltimore, MD 21201
667.600.2020
smcilmvried@cc-md.org

Questions? 667.600.2020 or smcilmvried@cc-md.org

APPLICATION • PART 2

Essay

Project SERVE (Service and Education through Residential Volunteer Experience) enables recent college graduates from across the U.S. to provide one year of service with people in the Baltimore metropolitan area through one of Catholic Charities programs.

The biographical essay allows Catholic Charities Project SERVE staff to gain a better understanding of each candidate's background and enables us to recommend specific service opportunities that will best fit a candidate's interests and experience.

Please include this cover sheet as the first page of your essay.

Candidate Name:

Date essay submitted:

Mission of Catholic Charities and Project SERVE

Catholic Charities mission: Inspired by the Gospel mandates to love, serve and teach, Catholic Charities provides care and services to improve the lives of Marylanders in need. While respecting the dignity of every person and promoting the independence of all we serve, we accord priority of service to people who are poor and the powerless, without regard to religion or race or other circumstances. We serve those on the margins of society; those injured by their own acts or by the neglect or acts of others; those deprived by reason of social or economic condition; those impaired by failing health; those disadvantaged through circumstances of birth.

Project SERVE's mission involves living in an intentional community, exploring ways to live more simply *and* sustainably, working for social justice and experiencing and sharing personal growth.

Develop a biographical essay addressing the following areas. Please limit your response to three-five pages. When creating your essay, please keep in mind the above mission statements and feel free to involve any aspects of these statements into your response.

I. FAMILY LIFE

What was your role in your family growing up? Is this role the same today?
Which family member had the biggest impact on you and in what way?

II. INTENTIONAL COMMUNITY

What has it been like to live alone and/or with others? Have you previously lived with roommates and/or in an intentional community setting?
How would you describe intentional community?
What are the strengths you expect to bring to an intentional community living situation?

III. VOLUNTEER EXPERIENCE

Describe one of your experiences serving others. Why were you involved? How were you affected?
Is there one particular aspect of social justice about which you are passionate? Please describe.

V. INTER-PERSONAL SKILLS AND CHARACTERISTICS

What is one of your strengths? In what situations does it become apparent? What is one of your weaknesses and how do you hope to grow?
What causes you stress? How do you respond to stressful situations?
How do you handle conflict with those with whom you work? With those with whom you live?
How have your personal values drawn you to service?
In what areas do you hope to grow through Project SERVE? How comfortable are you sharing the ways that you grow with your housemates in Project SERVE?

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