



"One heart, one family..."

Family Lifeline Volunteers

A Ministry of the Little Sisters of the Assumption

APPLICATION FORM

Dear Prospective Volunteer,

Family Lifeline Volunteers (FLV) and the Little Sisters of the Assumption consider the process of applying to our volunteer program more than an application and interview process. The goal is for both you and FLV to consider if you are being called to our volunteer community for a term of service. Enclosed with this letter is paperwork necessary for this process. **The following forms are a required part of the process:**

1. **Application Form:** Please fill in all areas. You may add comments or elaborate upon any questions to give us a better understanding of your situation. Use extra page if necessary.
2. **Autobiographical Essay Form:** While this need not be lengthy or literary, it is an important part of your application process, since it helps us to get to know you. This is a way to help us determine which FLV site would be best suited for you. Please include a family profile as well as your recent life experiences.
3. **Reference Forms:** Before placement is considered, we require three (3) letters of reference. Please obtain a reference from each of the following categories:
 - a) Community Living reference– someone with whom you have lived who is not a family member
 - b) Social reference – someone who knows you well and your reasons for wanting to volunteer
 - c) Professional/Academic – someone who has been your teacher, work supervisor, etc.

All three categories must be represented. Please provide each of your references with one of the enclosed forms and ask that they respond promptly. Although not required, it would be helpful to have references from the following in addition to the ones listed above:

- d) A family member;
 - e) Someone with whom you have served as a volunteer, or worked with within a service organization
4. **A current Resume or Curriculum Vitae**

Interviews

Once we have received your complete application we will schedule a personal face-to-face interview with the FLV Director. If this is not possible, we will ask you to meet with an FLV representative (usually a Little Sister of the Assumption or former volunteer). If a face-to-face interview is not possible, we will schedule a phone interview.

We encourage all applicants to make a visit to one of our volunteer sites to meet other volunteers, the Little Sisters, and worksite staff. Once this process has been completed, the FLV Director will forward your application to a committee that will review the process and offer a recommendation to the FLV Director. If this report is positive, the FLV Director will facilitate discussion with you, the worksites, and residences about your placement as a Family Lifeline Volunteer.

PLEASE SEND ALL APPLICATION MATERIALS TO:

Alice R. Finley
Family Lifeline Volunteers Inc.
100 Gladstone Avenue
Walden, New York 12586

Thank you for your interest in Family Lifeline Volunteers. I look forward to accompanying you through this application process.

Sincerely,

Alice R. Finley
Program Director



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Employment History

Type of Work	Employer	Location	Dates (from-to)

Military Service: Branch _____ Year _____ Discharge _____

Please list the scope and dates of all your volunteer experience:

List all other skills, talents, and gifts, as well as other experiences you bring to volunteer service:

Do you have a driver's license? _____ State and license # _____

Are there any violations/convictions?

Please explain:) _____

Please enclose a photocopy of your license.

Some placements require a copy of your personal driving record for insurance purposes.

Please obtain a copy of your personal driving record.

List your favorite leisure activities:

Do you speak any other language besides English? _____





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Will your medical insurance continue during your service? YES ___ NO ___

List Company, insurance holder and Policy # and/or group #

Have you ever been convicted of a crime? YES ___ NO ___

If yes, please describe:

Have you ever had criminal background check done? YES ___ NO ___

Many placements require a criminal record background check to be done on all employees and volunteers. Either FLV or the work site will run a background check.

When are you able to begin service? _____

Are you able to serve for one full year? YES ___ NO ___ (if no, how long) _____

Please read the information on our volunteer sites and job descriptions located at
www.familylifelinevolunteers.org

Volunteer site preference: _____

Volunteer position preference: _____

(The work you feel best suited for based on your educational background or personal preference)

Please discuss any other information you think is important in the consideration of your request to become a Volunteer.

=====



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How did you learn of *Family Lifeline Volunteers*? Please check primary source:

- FLV website
 former FLV volunteer
 present FLV volunteer
 Catholic Network of Volunteer Service publication
 Connections publication
 Other (please specify) _____

REFERENCES: We require three (3) letters of reference attesting to your character, skills and dependability. Please obtain a reference from each of the following categories:
 Community Living reference, a Social reference and Professional or Academic reference.

Name/Organization	Relationship to You	Phone	Length of relationship
1. _____			
2. _____			
3. _____			

PLEASE INCLUDE A COPY of both sides of YOUR DRIVER'S LICENSE, as well as a copy of your green card, visa, and/or passport.



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Please read the following carefully before signing this application:

I understand this is an application for and not a commitment or promise of a volunteer opportunity.

I certify that I have and will provide information throughout the selection process, including on this application for a volunteer position and in interviews with Family Lifeline Volunteers, Inc. that is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I give Family Lifeline Volunteers, Inc. permission to verify my credentials and references. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with Family Lifeline Volunteers, Inc. or my termination as a volunteer.

I understand a job related medical examination is required and that the offer of employment is contingent upon a satisfactory job-related medical examination.

SIGNATURE

DATE



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Guidelines for Autobiographical Essay

Please type or print an autobiographical essay focusing on your family background, significant events in your life, and your current lifestyle. Include your reasons for wanting to serve with the FLV, highlighting both what you hope to gain from the experience and what talents and gifts you bring to share with the community and the families we serve.

It is important to share your experience and/or expectations about living in community with other people including volunteers and the Little Sisters of the Assumption. This helps us to know you better and to choose the most appropriate placement.

Please add any other comments that will help us in determining your placement. You may include the type of work and experience you desire, the cultural or age group to which you relate best, and any special skills or hobbies.



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Prospective Volunteer's NAME _____ Date _____

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We ask your assistance in helping us to know the applicant named above so that we can best assess the candidate for our program. Please consider the following questions as they apply to your relationship to and knowledge of the applicant.

- ❖ **What is your relationship to the applicant? How long have you known him/her in this capacity?**
- ❖ **Describe this person's personality and any outstanding characteristics which make an impression on others.**
- ❖ **Evaluate his/her ability to live and work with others. What qualities help or hinder him/her?**
- ❖ **Please comment on this person's self-knowledge of talents, gifts, skills, and confidence level.**
- ❖ **Evaluate his/her ability to get things done...(energy, persistence, patience, initiative, resourcefulness, self reliance).**
- ❖ **Describe the applicant's reaction to problems and/or decision-making situations.**
- ❖ **For what type of work is this person best suited?**
- ❖ **Please add any other information that might be helpful in placing this applicant.**

Please mail your reference letter directly to:

**Alice R. Finley
Family Lifeline Volunteers, Inc.
100 Gladstone Avenue
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