



Application Introduction

Greetings! Thank you for applying to the PHJC Volunteer Program. We look forward to getting to know you. Please keep in mind that you can contact us with any questions you may have about the program or process. We are always happy to talk with you. Here is the contact information:

Sr. Connie Bach
connie.ss@att.net
(574) 340-6409

As you complete your application, here are a few things for you to note:

- Please read the PHJC Volunteer Handbook available at www.phjcvolprogram.org to familiarize yourself with the program and expectations.
- A completed application packet includes:
 - o General Application Form (attached)
 - o Current Photograph
 - o Mini-Autobiography
 - o Reference Form for Past Supervisor or Employer (attached)
 - o Reference Form for Spiritual Guide/Companion/Director (attached)
 - o Reference Form for Individual who knows you very well (attached)
 - o Physical Examination Report (attached for physician)
 - o TB Testing Report
 - o Resume
 - o Undergraduate/Graduate Transcripts
 - o Copies of Degrees/Licenses/Certifications Earned
 - o Copy of Current Driver's License or State Identification
 - o Copy of Current Car Insurance (if applicable)
 - o Copy of Current Health Insurance
 - o Criminal History-Background Check
 - o We reserve the right to request a drug screening
 - o VIRTUS training (or its diocesan equivalent) will be required of all volunteers working with minors

- For all responses, help us to get to know you as much as possible! Please be as specific as you can in your responses. Feel free to use the backs of or additional pages if you need more space. If possible, download the application, save it as a Microsoft Word file, and email it once it is completed. For added privacy documents can be submitted electronically using Dropbox. Dropbox is a free file storage service at www.dropbox.com. Please add your files to a folder and share the link to that folder via email with Sr. Connie Bach at connie.ss@att.net.
- References should not come from relatives or casual friends. Please be sure to complete your waiver at the top of each reference form, and then ask yours to promptly send the completed form to Sr. Connie Bach as noted at the end of each form.
- Have your current physician complete and return the Physical Examination Report to Sr. Connie Bach as noted on the form.
- Please do not wait to send all of your application material together. Send each part of the packet as you complete it. We will maintain a file in our records for you. If you should change your mind and decide not to apply for the program, please notify one of the Coordinator listed above as soon as possible to end the process.
- Although this application places no real obligation on either you or the Poor Handmaid Volunteer Program, it indicates a serious intention on your part to join the PHJC Volunteers. Should you decide to withdraw your application, please notify us in writing immediately.

***Thank you for considering the Poor Handmaids of Jesus Christ
Volunteer Program!***