



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 our contact information:

Sr. Connie Bach, PHJC
9601 Union Road
Plymouth, IN 46563
(574) 340-6409

cbach@poorhandmaids.org

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

- Please read the PHJC Volunteer Handbook available at phjcvolprogram.org to familiarize yourself with the program and expectations.
 - A completed application packet includes:
 - General Application Form (attached)
 - Current Photograph
 - Resume
- References: 1-2 needed for short-term and 3 needed for long-term:
- Reference Form for Past Supervisor or Employer (attached)
 - Reference Form for Spiritual Guide/Companion/Director (attached)
 - Reference Form for Individual who knows you very well (attached)
 - Physical Examination Report (Long-term only: attached for physician; must be within one year of beginning service)
 - TB Testing Report (determined as needed; must be within one year of beginning service)
 - Hold Harmless Waiver Form (attached)

- Consent to Publish (attached)
 - Confidentiality Statement (attached)
 - COVID-19 Waiver (attached)
 - Undergraduate/Graduate Transcripts (determined as needed)
 - Copies of Degrees/Licenses/Certifications Earned (determined as needed)
 - Copy of Current Driver's License or State Identification (if applicable)
 - Copy of Current Car Insurance (if applicable)
 - Copy of Current Health Insurance (if applicable)
 - Limited Criminal History-Background Check Form (filled out by applicant and then completed by our Human Resource Office)
 - Fingerprinting (determined as needed)
 - Drug Screening (determined as needed)
- 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.
 - 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 your references to promptly send the completed form to us as noted at the end of each form.
 - If required, have your current physician complete and return the Physical Examination Report to us as noted on the form. The physical must be within one year of beginning service.
 - 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 Sr. Connie 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!***