



*Nazareth Farm is a community of volunteers inspired by the Gospels and Catholic Social Teaching focused on prayer, community, simplicity and service. We are devoted to developing relationships and eliminating sub-standard housing through home repair in rural West Virginia.*

Route 2 Box 194-3  
Salem, WV 26426  
Phone: 304-782-2742 Fax: 304-782-4358

**Staff Application Form**  
you may also apply online at  
[www.nazarethfarm.org](http://www.nazarethfarm.org)

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### I. Personal Data

Name: \_\_\_\_\_

Name you prefer to be called: \_\_\_\_\_

Present Address:

Permanent Address (if different):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Phone number: ( ) - \_\_\_\_\_

Best way to reach you (circle one):

Single: \_\_\_\_\_ Married: \_\_\_\_\_ Other: \_\_\_\_\_

phone email best time \_\_\_\_\_

Date available to join staff: \_\_\_\_\_

Desired Length of service: \_\_\_\_\_

*If Possible, allow 3-6 months for processing your application.*

## II. Commitment

*Service with Nazareth Farm requires a one year commitment. By saying yes to Nazareth Farm, one is expected to live out the one year (renewable) commitment, attend all retreats, participate in community activities, and contribute actively in the area.*

How did you first learn of Nazareth Farm?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Family Member   | <input type="checkbox"/> Past Volunteer Experience | <input type="checkbox"/> Nazareth Farm Staff member |
| <input type="checkbox"/> Friend          | <input type="checkbox"/> Peace & Justice Office    | <input type="checkbox"/> Nazareth Farm Website      |
| <input type="checkbox"/> Campus Minister | <input type="checkbox"/> Service Learning Class    | <input type="checkbox"/> Other                      |

Are there any family, financial, or personal obligations that would interfere with you making a one year commitment to Nazareth Farm? (e.g., loans, weddings, graduations, sick family member, graduate school). \_\_\_\_\_

\_\_\_\_\_

If you do you have debts? How do you intend to pay them off while you are a volunteer? \_\_\_\_\_

\_\_\_\_\_

Nazareth Farm volunteer staff receive room, board, major medical insurance, and a monthly personal stipend of \$100.

Can you live with this budget? \_\_\_\_\_

Please list other possibilities that you are pursuing besides Nazareth Farm (e.g., other volunteer programs, graduate schools, employment options)? What is the present status of each option? \_\_\_\_\_

\_\_\_\_\_

Do you currently have health insurance?  Yes  No

Would your insurance cover you if you are here?  Yes  No

Describe your current health. Please explain any medical or pre-existing conditions which might affect or limit the type of work you could do?

\_\_\_\_\_

\_\_\_\_\_

Have you ever been hospitalized? Yes No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been hospitalized for an emotional or mental disorder? Have you been receiving or have you received counseling or psychiatric treatment in the last 5 years? If you answer yes to any of these questions, please explain?

\_\_\_\_\_

\_\_\_\_\_

*Before coming to Nazareth Farm as a staff member, a complete physical and dental exam is required within three months of the beginning of a commitment.*

### **III. Application Questions:**

*We wish to hear about your life experience. Your candid answers to the following questions will help both you and the community at Nazareth Farm examine your desire to serve with Nazareth Farm and to carry out the mission to work for justice and peace. Please type the answers to the following questions.*

1. What attracts you to do ministry with Nazareth Farm, an organization involved in the service of home repair in Appalachia?
2. Comment on your ability to work with people of differing ages and a variety of cultures. (Include any examples of experiences such as travel and life overseas, work with youth or elderly, rural populations or inner city).
3. What social and/or justice issue concerns you most? What draws you to this issue?
4. What is your understanding of simple lifestyle and what has been your experience of simple living?
5. Describe your current involvement with a church or faith community. In what ways does this nourish your relationship with God?
6. Describe your personal prayer practices. Describe your communal prayer practices.
7. What are you passionate about? How do you act on this passion?
8. What has been your experience working/serving/praying with people of differing expressions of Catholicism and other faiths?
9. What is your understanding of an intentional Christian community? How do you imagine it to be different from living with friends, family, and/or roommates?
10. Describe your leadership style. In what areas of leadership do you shine and what are your areas for growth?
11. What are your interests and hobbies? What do you do in your free time?

### **IV. Resume**

*Please submit a resume of no more than two pages. Include all of the following: Contact information, Education and Training, Work Experience: Volunteer Experience and Related Skills and Experiences, and Honors and Awards received.*

## V. References

Please list the **three people whom you asked to complete your references**. They should know you well, be in a position to judge your general character, motivation, employment record, and be able to evaluate your qualifications for service with Nazareth Farm. Give the spiritual/character reference to a person who is in a position to answer those particular questions about you, one to an employer/supervisor, and one to a roommate/friend references to those people. None of the references may be a relative, spouse, partner, or significant other.

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## VI. Criminal Record Search Release

Nazareth Farm's ministry calls us to service with young people of various ages. In order to provide the safest environment possible for children, we are required by law to conduct a national criminal background check on all volunteer staff applicants.

I, (full Name) \_\_\_\_\_, authorize to Nazareth Farm, Inc. to run a national criminal background check.

**Birth Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Gender: Male Female**

**Social Security Number:** \_\_\_\_\_

**Driver's License #:** \_\_\_\_\_

**State:** \_\_\_\_\_

Have you ever been charged or convicted of a felony or crime? Yes No

If yes, please explain: \_\_\_\_\_

Have you received a driving violation within the past 2 years? Yes No

If yes, please explain: \_\_\_\_\_

## VII. Self Reflection Form

Please complete the self reflection form on the following page and submit with the rest of the application. Thank you.

I attest that all information contained in this application is true. In submitting this application I understand and agree that all materials become property of the Nazareth Farm for review and that none of the material will be returned to me.


**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Self Reflection Form

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Please evaluate yourself in each of the categories listed below and Check  the box that you feel best describes how you typically behave. Be thoughtful; please do not give all 1's or all 5's. Thank you.

 <b>Nazareth Farm</b>	1. Almost Always	2. Usually	3. Occasionally	4. Rarely	5. Almost Never	Unable to Judge	Comments
Get along well with others							
Have a healthy self-esteem							
Enjoy living with others							
Share feelings with others							
Maintain a neat and clean living space							
Talkative with strangers							
Know my limits							
Care for my needs							
Enjoy alone time							
Use time effectively							
Interact with people who are economically poor							
Interact with people who are elderly							
Interact with people who are politically different from myself							
Interact with people who are theologically different from myself							
Use positive leadership skills							
Other:							

List three adjectives that best describe you:

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## Reference Form Friend/Roommate

Route 2 Box 194-3  
Salem, WV 26426

Phone: 304-782-2742  
www.nazarethfarm.org

*Reference may not be a relative, spouse, partner, or significant other.*

### This section to be completed by applicant

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

- I waive my right to review this form.  
 I reserve my right to review this form.

**To the reference:** *Nazareth Farm seeks mature, well-balanced, and intrinsically motivated women and men to work with people in rural West Virginia. Volunteers live in an intentional community, and commit to living a simple lifestyle. Please answer these questions honestly, and openly. Please omit any questions that you do not feel qualified to answer.*

Reference Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Length of time you have known him/her: \_\_\_\_\_

*Please type questions and answers on a separate sheet of paper and return the entire reference, to Nazareth Farm at the above address.  
Thank you for your candid comments.*

1. How long have you been aware of the applicant's intention of applying to Nazareth Farm?
2. What experiences have you had with the applicant that give you clues to how the applicant will live with people who espouse different values?
3. Nazareth Farm staff are challenged to live a simple lifestyle in which they are intentional about use of money, time, and material possessions. This simple lifestyle includes the emptying of self for the sake of personal transformation; focus on relationship with others, and accompanying members of our society who are economically poor. How has this person demonstrated this value previously? What do you feel will be most challenging for the applicant in living this type of simple lifestyle?
4. Conflict is inevitable in community. How does this person deal with conflict? Provide an example that illustrates this point.
5. Please share anything else about the applicant that would be helpful in determining his/her suitability as a Nazareth Farm volunteer staff member.

*Please complete the survey following this page.*

Please evaluate the applicant in each of the categories listed below and Check ✓ the box that you feel best describes how the applicant typically behaves. Be thoughtful; please do not give a person all 1's or all 5's. Thank you!



	1. Almost Always	2. Usually	3. Occasionally	4. Rarely	5. Almost Never	Unable to Judge	Comments
Exhibits healthy sense of humor							
Demonstrates loyalty							
Maintains a neat and clean living space							
Interacts well in groups							
Interacts well one-on-one							
Discusses social issues							
Expresses faith or beliefs and values							
Conscientiously uses time and money							
Addresses conflict in a timely manner							
Knows own limits							
Cares for own needs							
Is tactful							
Exhibits leadership potential							
Displays flexibility in addressing difficult or unexpected situations							

List three adjectives that best describes the applicant:

\_\_\_\_\_

Overall, how would you rate the applicant?

Exceptional, rare find

Recommend, no strong feelings

Weak, should be discouraged

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Reference Form Spiritual/Character Reference

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### This section to be completed by applicant

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

- I waive my right to review this form.
- I reserve my right to review this form.

**To the reference:** Nazareth Farm seeks mature, well-balanced, and intrinsically motivated women and men to work with people in rural West Virginia. Volunteers live in an intentional community, and commit to living a simple lifestyle. Please answer these questions honestly, and openly. Please omit any questions that you do not feel qualified to answer.

Reference Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Present Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Length of time you have known him/her: \_\_\_\_\_

Please **type** questions and answers on a separate sheet of paper and return the entire reference, to Nazareth Farm at the above address.  
Thank you for your candid comments.

1. Please share your affiliation and training, you may include any religious affiliation or training (e.g., Roman Catholic, BA Religious Studies).
2. How has the applicant expressed his/her faith journey or personal growth?
3. Describe how the applicant has demonstrated a concern for others. Is this concern connected with her/his faith journey or personal growth? Explain.
4. Describe how the applicant has demonstrated a faith commitment or commitment to others(e.g., participation in group worship, faith/personal life sharing, prayer or reflection leadership, retreats, volunteer service, etc.). Include all examples with which you are familiar.
5. Have you witnessed this individual lead prayer or reflection? Please describe the situation and his or her strengths as well as areas for growth.

Please complete the survey following this page.

Please evaluate the applicant in each of the categories listed below and Check ✓ the box that you feel best describes how the applicant typically behaves. Be thoughtful; please do not give a person all 1's or all 5's. Thank you!



	1. Almost Always	2. Usually	3. Occasionally	4. Rarely	5. Almost Never	Unable to Judge	Comments
Exhibits a healthy self esteem							
Shows passion for social justice							
Interacts well in groups							
Interacts well one-on-one							
Discusses social issues							
Expresses faith or beliefs and values							
Spends time volunteering							
Openly expresses feelings							
Knows own limits							
Cares for own needs							
Displays creativity in planning prayer							
Questions teachings of Church/faith tradition							
Demonstrates respect for other faith traditions							
Integrates faith or beliefs & values with life experiences							
Open to direction of criticism							
Exhibits leadership potential							

List three adjectives that best describes the applicant:

\_\_\_\_\_

Overall, how would you rate the applicant?

Exceptional, rare find

Recommend, no strong feelings

Weak, should be discouraged

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Employer / Supervisor Reference Form

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Reference may not be a relative, spouse, partner, or significant other.

### This section to be completed by applicant

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

- I waive my right to review this form.  
 I reserve my right to review this form.

**To the reference:** Nazareth Farm seeks mature, well-balanced, and intrinsically motivated women and men to work with people in rural West Virginia. Volunteers live in an intentional community, and commit to living a simple lifestyle. Please answer these questions honestly, and openly. Please omit any questions that you do not feel qualified to answer.

Reference Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Present Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Length of time you have known him/her: \_\_\_\_\_

Please **type** questions and answers on a separate sheet of paper and return the entire reference, to Nazareth Farm at the above address.  
Thank you for your candid comments.

1. Describe the applicant's basic strengths and special skills that would assist the mission of Nazareth Farm as described above.
2. Please describe any experiences you have had with the applicant that give you clues about the priorities or values she/he holds as important.
3. Please describe how you have witnessed the applicant respond to a stressful situation or conflict. How did she/he respond? What was the outcome?
4. Describe the applicant's areas for growth and her/his awareness of these.
5. Please let us know anything else about the applicant that would be helpful in determining her/his suitability as a Nazareth Farm volunteer staff member.

Please complete the survey following this page.

Please evaluate the applicant in each of the categories listed below and Check ✓ the box that you feel best describes how the applicant typically behaves. Be thoughtful; please do not give a person all 1's or all 5's. Thank you!



	1. Almost Always	2. Usually	3. Occasionally	4. Rarely	5. Almost Never	Unable to Judge	Comments
Exhibits a healthy self esteem							
Discusses social issues							
Interacts well in groups							
Interacts well one-on-one							
Spends time volunteering							
Openly expresses feelings							
Knows own limits							
Cares for own needs							
Demonstrates respect for others							
Open to direction or criticism							
Motivated							
Dependable							
Listen to, respect, and understand others							
Exhibits leadership potential							
Shows an appropriate level of maturity							
Follows instructions well							

List three adjectives that best describes the applicant:

\_\_\_\_\_

Overall, how would you rate the applicant?

Exceptional, rare find

Recommend, no strong feelings

Weak, should be discouraged

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

