

# Application for Long-Term Placement at the Glenmary Volunteer Program

Please fill out the whole application

Name \_\_\_\_\_ Date Available \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Birthdate \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_ State of Issue \_\_\_\_\_

**Education**

High School  City/State	Grade Completed  School Email address	
College  City/State	Date Started  Graduation Date/Expected Graduation  School Email Address	Degree  Major  Minor
College  City/State	Date Graduated  Expected Graduation  School Email Address	Degree  Major  Minor
<u>Other</u>		

**Work Experience**

Present/Previous Position	Name of Company	From Mo/Yr	To Mo/Yr
Street Address		City	State
Phone Number		Email Address	

Present/Previous Position	Name of Company	From Mo/Yr	To Mo/Yr
Street Address		City	State
Phone Number		Email Address	

Present/Previous Position	Name of Company	From Mo/Yr	To Mo/Yr
Street Address		City	State
Phone Number		Email Address	

**If currently employed, may we contact your present employer?     Yes     No**

Have you ever been convicted of a felony or misdemeanor? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, please explain below giving date, charge, county and all other detail matter pending and current status.

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Have you done any construction work in the past? If so, please share any construction skills you have.

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Have you participated in any program(s) in which the Glenmary Home Missioners has sponsored in the past? If so, name the program and date? \_\_\_\_\_

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List any extracurricular activities and organizations/groups to which you now belong.

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Please list any volunteer experiences that you have participated in, both present and past. \_\_\_\_\_

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Have you ever worked or volunteered in the Appalachia region of the United States in the past?

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What role does service play in your life? \_\_\_\_\_

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What does Cultural Sensitivity mean to you?

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How did you hear about the Glenmary Volunteer Department?

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**References**

List at least three responsible adults who have knowledge of your work ethic, experience and ability. (Do not include relatives)

Name	Address	Phone and Email	Occupation
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**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING**

**JOB APPLICANT’S AGREEMENT AND CERTIFICATION**

In consideration of my employment, I agree to conform to the policies and procedures of Glenmary Home Missioners. I understand that in accepting this application, Glenmary Home Missioners is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without reason, and with or without notice at any time.

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information or significant omissions on either this application or during the pre-employment process will result in my application being rejected, or, may be cause for subsequent dismissal if I am hired.

I also understand that any offer of employment is conditioned on pre-employment procedures, which includes a background check, tests and documentation. I will, upon request, sign all necessary consent and authorization and release forms. I voluntarily and knowingly authorize Glenmary Home Missioners and/or it agents, to verify any aspect of the information contained in my employment application or through public and private sources. I authorize any third party organization to perform a consumer report and background investigation. I also authorize and consent any companies, schools or persons listed on this application (or accompanying resume) to give any information regarding mu employment, qualifications and character to Glenmary Home Missioners. I understand that the employment information may include, but is not necessarily limited to, performance evaluation and reports, job descriptions, disciplinary reports, letters of reprimand and opinions regarding my suitability for employment possessed by it.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless you, your agents and any former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney’s fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release of any such information to you, your agents, or consumer reporting agency.

I understand that I may be required to take a drug test as a part of the application process, as a condition of employment or at any time during employment. I may also be required to take and pass a physical exam if I am selected for employment and before beginning employment.

**I agree that any claim or lawsuit relating to my service with Glenmary Home Missioners must be filed no more than six (6) months after the date of the action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.**

**I have read and understand the contents of this employment application and am fully able and competent to complete it.**

Date \_\_\_\_\_ Signature \_\_\_\_\_

Thank you for time in filling out this application. Do not forget to include a resume

Feel free to make any additional comments on a separate sheet of paper.

**In addition to this application, please list names and addresses of two references we may contact regarding your qualifications and why we should consider you for this position.**

Return your completed application to: Volunteer Program Coordinator, Glenmary Home Missioners, P.O. Box 69, Rutledge, TN 37861. For further information, you may contact Joe Grosek at 606-202-3658 or e-mail [jgrosek@glenmary.org](mailto:jgrosek@glenmary.org)