



MERCYWORKS APPLICATION

MercyWorks accepts applications on a rolling basis, with priority given to applicants who apply by April 1st and with offers being extended to applicants as early as January. It is to the applicant's advantage to apply early. If applying after April 1st, please contact the Director of Volunteer Programs at 312-738-6369 to find out about available positions.

PLEASE TYPE OR PRINT IN BLACK INK

Note: Please return **3 copies** of the completed application (original, plus 2 copies) to:
Katie Keller Smith, Director of Volunteer Programs
Mercy Home for Boys & Girls
1140 W Jackson Blvd.
Chicago, IL 60607

Optional: If you would like, you may attach a recent photo of yourself.

CONTACT INFORMATION

Full Name _____
 Last First Middle Name you prefer to be called

Current Address (until ___ / ___ / ___)

Address _____

City / State / Zip _____

Phone () _____ E-mail _____

Permanent Address (if different)

Address _____

City / State / Zip _____

Phone () _____ Cell Phone () _____

PROGRAM CRITERIA

Will you be at least 21 years of age by August? Yes No

Are you single with no legal dependents? Yes No

Are you a college graduate? Yes No

Do you have experience working with youth in a professional setting? Yes No

Would you be comfortable living and participating in a faith-based Christian community? Yes No

LANGUAGES

Check the appropriate box to indicate your assessment of your ability to understand (U), speak (S), read (R), and write (W) each language. Then indicate how you have learned and used languages other than English. Specify number of courses studied, time spent living in another country, etc.

Spanish	U	S	R	W	Other:	U	S	R	W
Limited					Limited				
Proficient					Proficient				
Fluent					Fluent				



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GENERAL INFORMATION

Do you have relatives or friends currently working for or receiving services from Mercy Home for Boys & Girls? If yes, who?

When and how did you first learn of the MercyWorks volunteer program (be as specific as possible)?

What other possibilities are you considering besides MercyWorks (e.g., other volunteer agencies, graduate schools, employment options)? What is the present status of each application?

The commitment to service is one year, beginning in August. Are you willing and able to make this commitment? Yes No

Do you have any financial, family, or personal obligations or situations, which might interfere with your ability to complete the full term of service with Mercy Home for Boys & Girls? Yes No

Please Explain:

Is there anything else about you (e.g., your physical condition, counseling history, family background) which you feel we should know? Yes No
(If yes, please explain on a separate sheet)

PERSONAL INTERESTS

List your favorite periodicals:

Mention a few books you have read recently:

What films and plays have impressed you in the past year or two?

What are your hobbies and interests?



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DRIVING HISTORY

Do you have a valid driver's license? Yes No If yes, what state(s)? _____
(Please note that to volunteer at Mercy Home, you will be required to get an Illinois Driver's License.)

Have you had any moving violations in the last 3 years? Yes No How many? _____

Has your driver's license been suspended in the last 3 years? Yes No
(If you answered yes to the above question, please contact the Director of Volunteer Programs before proceeding with your application)

Are you comfortable driving a van? Yes No

SERVICE/WORK-SITE OPPORTUNITIES

All service/work-site opportunities are within Mercy Home for Boys & Girls. Please indicate the types of work you think you might be interested in. If you are invited to orientation, you will be asked to fill out another work-site preference form at that time. Though we do our very best to match your preferences with the Home's needs, ultimately you will be assigned to serve where you are most needed. Check all that apply:

Youth Programs – Youth Care Worker

To act as an advocate, educator, coach, and role model for the residents of Mercy Home for Boys & Girls. Youth Care Workers are responsible for the following: doing both one-on-one work with youth as well as some group work (i.e. facilitating milieu meetings); crisis stabilization; the implementation of each youth's Individual Therapy Plan; insuring that the youth's therapeutic, educational and employment plans are followed; timely and accurate communication within program, specifically with incident reports, contact with the youth's families, supervision, and all log entries; and providing leadership for the youth in the provision of a healthy living environment.

Youth Programs – AfterCare Care Manager

The AfterCare Program functions to support all former residents and their families to obtain identified goals throughout their life span. The Care Manager will collaborate with Agency co-workers to ensure that each resident undergoes a successful transition out of the Residential Programs. Through a Systemic Strengths Based Approach, the Care Manager will partner with each member and/or their family to broker community and agency resources. Will also guide youth and families through the process of goal creation and obtainment, will build positive structured relationships, and provide opportunities for each member and their family to harness their own potential.

The Academy – Admissions Case Manager

To provide case management services during the admissions process. The Admissions Case Manager assures families, prospective residents, and referral resources of a timely and comprehensive assessment, a thorough explanation of Mercy Home's programs and an intake decision. For youth that are not accepted into Mercy Home, we provide comprehensive and useful referrals to their family of resources available in their community.

The Academy – School Resources Coordinator

To assist in the effective operation of the Mercy Home Tutoring Program on the Hay and Girls' Campus. The Coordinator will ensure that volunteer tutor's are effectively trained for their work with the young people residing at Mercy Home and will maintain records of tutors' attendance and timeliness on a nightly basis. Will provide support and coverage for the Education & Youth Employment Team as needed on the Hay Campus and the Girls' Campus. Will also focus on the educational goals and progress of the Youth in program, and will represent the Agency at schools and with external educational resources.

The Academy – After School Programs Coordinator

As a part of "The Academy", the After School Program at Mercy Home works closely with the School Resources department to provide supplemental educational programming and resources to youth while in residence, including: organizational tools, math & reading skill building, support to the evening tutoring program, and enrichment courses in the arts (such as yoga, music & theater). In addition, the Coordinator will act as an assessment tester and will set up learning lab schedules, keep track of youth scores and incentive points, and regulate learning levels to accommodate individual skills. The Coordinator will work directly with the youth and staff to implement these programs and services on the Girls' Campus.

No Preference



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RESUME

Please submit a resume of no more than two pages; the resume should include:

- ❖ **Contact Information:** Name, current and permanent addresses, e-mail address, and phone numbers.
- ❖ **Education:** Beginning with the most recent, list all schools attended including secondary school. List name of school (city, state); major(s) / minor(s); years attended; type of diploma, certificate, or degree awarded or pending.
- ❖ **Professional Credentials (e.g., teaching, nursing, counseling, law):** Indicate subject area, level, dates, etc. and note if any are expected upon graduation.
- ❖ **Work Experience:** List positions held, beginning with the most recent; describe responsibilities, give the name of the organization(s) and dates of employment.
- ❖ **Volunteer Experience:** List positions held, beginning with the most recent; describe the responsibilities, give the name of the organization(s) and dates.
- ❖ **Related Skills and Experience:** List any other experiences, activities, talents, or hobbies that you consider useful or valuable as a MercyWorks Volunteer (e.g., if you play, coach or could teach any sports or musical instruments). Also list any organizations or programs in which you participated, received training or earned awards.

**Please send a copy of all transcripts for graduate and undergraduate work.
Transcripts for degrees already conferred should come directly from the school.**

REFERENCES

Please list the four individuals whom you have asked to complete your references. They should currently know you well, be in a position to judge your general character, motivation, and employment record and evaluate your qualifications for the MercyWorks volunteer program. Give the mission reference to a friend, a campus minister, a parish representative or a person who is in a position to answer those particular questions about you. Give one reference to two separate employers or supervisors and one to a peer or friend. DO NOT INCLUDE RELATIVES.

Employer or Supervisor _____

Address/City / State / Zip _____

Phone () _____ E-mail _____

Employer or Supervisor _____

Address/City / State / Zip _____

Phone () _____ E-mail _____

Mission _____

Address/City / State / Zip _____

Phone () _____ E-mail _____

Peer or Friend _____

Address/City / State / Zip _____

Phone () _____ E-mail _____



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In order to comply with the licensing requirements of the Illinois Department of Children and Family Services (DCFS), the following information must be provided.

Have you ever been convicted of or plead guilty to a misdemeanor or felony (other than a parking violation)? Yes No

If yes, please state the nature of the offense for which you were convicted or pleaded guilty, the date of the conviction or the entering of the plea, the judgment imposed, the court imposing the judgment and its location, and the docket number of the proceeding.

APPLICATION ESSAYS

We wish to hear about your life experience. Your candid answers to the following questions, written in three essays, will help both you and Mercy Home for Boys & Girls to examine your readiness to make the commitment to the values of the MercyWorks Volunteer Program and to carry out its mission to transform young lives of suffering into lives of hope and promise.

Please explain your answers in terms of specific experiences in your life. Please answer all the questions. If possible, the essay should be typed, double-spaced; if you handwrite, please print in black ink.

The three essays—(A) Motivation, (B) Exploring MercyWorks Values, and (C) Interpersonal Relationships—should each begin on a new page which includes your full name at the top. You are welcome to include additional information that you feel is pertinent.

ESSAY A: MOTIVATION (WRITE APPROXIMATELY TWO PAGES)

- ❖ Describe specific experiences and relationships in your life which have led you to apply to be a MercyWorks volunteer.
- ❖ What personality characteristics do you possess that you feel would contribute to your success as a MercyWorks volunteer? Why?
- ❖ What kinds of activities do you enjoy engaging in with children and youth?
- ❖ What are your future career goals?

ESSAY B: MERCYWORKS VALUES (WRITE APPROXIMATELY TWO PAGES)

- ❖ The MercyWorks mission statement is, “The MercyWorks program offers a diverse group of highly motivated women and men—who are inspired by the gospel call to faith and justice and who possess a desire to make a difference in the lives of hurting children—a unique opportunity to acquire professional experience while growing spiritually, personally and professionally.” How do your personal values and beliefs relate to the mission of MercyWorks?
- ❖ What experiences have you had working with children in any capacity? What did you learn from these experiences? What did you learn about yourself?
- ❖ What does a simple lifestyle mean to you? What changes in your lifestyle will you need to make to live more simply?
- ❖ Describe two specific communal living situations. What role did you play and what skills did you develop in them?

ESSAY C: INTERPERSONAL RELATIONSHIPS (WRITE APPROXIMATELY THREE PAGES)

- ❖ How would you describe a good mentoring or parenting style?
- ❖ Give a recent example of how you dealt with conflict between yourself and a friend/peer. What was the result?
- ❖ Describe a time when you were wrong. What did you say or do as a result?
- ❖ Describe an experience you have had working or living with someone different from yourself with respect to ethnicity, social class, age, or sexual orientation. How did you change through this experience?
- ❖ What are your expectations, needs, and apprehensions about living in the MercyWorks volunteer community?



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Mercy Home for Boys & Girls can only process complete applications. A complete application includes:

- Application shell (original plus two copies)
- Your resume (original plus two copies)
- Essays (original plus two copies)
- Self-reference (original plus two copies)
- College transcripts (two originals)
- Professional evaluation/certificate (if applicable; original plus two copies)
- Four references (these should be mailed directly by the persons completing the references using the enclosed envelopes addressed to Mercy Home)

Please collect all parts of your application, send us the original & copies, and remind the persons completing references to mail them directly to Mercy Home for Boys & Girls.

This application packet represents the first stage of the application process. If you are accepted into the MercyWorks volunteer program, you will be directed to complete the enclosed medical form, as well as additional paperwork required by the Department of Children and Family Services (DCFS) during your orientation. This will include but not be limited to fingerprinting, a drug test and a background check.

I attest that all information contained in this application is true, to the best of my knowledge.

Signature _____

Date _____



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Check the box which you feel best describes yourself.

	Excellent	Above Average	Average	Below Average	Weak	Unable to Judge	Comments
Sense of humor							
Maturity							
Emotional stability							
Gets a long with others							
Common sense							
Dependability							
Tact							
Initiative							
Flexibility							
Creativity							
Ability to express feelings							
Ability to work alone							
Ability to work with others							
Effective use of time							
Ability to accept direction in work							
Knows own limits / Cares for own needs							
Seeks integration of values & beliefs in own life							

List three adjectives that best describe you:

Overall, how would you rate yourself as an applicant?

- Exceptional, rare find
 Very good, no reservations at all
 Good, better than many
 Recommend, no strong feelings
 Might be okay, some reservations
 Weak, should be discouraged

Signature _____ Date _____

Address _____ Phone () _____

City / State / Zip _____

Occupation _____



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EMPLOYER/SUPERVISOR REFERENCE

Applicant's Name _____

Name of Reference (please print) _____

This individual has applied for a position in our **MERCYWORKS** volunteer program. Your careful attention to the questions below will be greatly appreciated. The information you give will be kept strictly confidential.

The Applicant has authorized the release of information to Mercy Home for Boys & Girls.

Signature of Applicant _____

To the reference – The **MERCYWORKS** volunteer program seeks mature, well-balanced women and men motivated by our mission to work with the troubled and hurting children of the Home. Volunteers live in a simple lifestyle community with other volunteers. The applicant named above has chosen you to let us know more about him/her as we consider his/her acceptability for the Mercy Home program. No applicant will be rejected on the basis of a single reference. Please feel free to omit any questions that you do not feel qualified to answer. This reference, along with the completed application, may also be reviewed by the placement for which the applicant is being considered. All placements will be within Mercy Home for Boys & Girls. Please type or print clearly in black ink on this form or on a separate sheet of paper.

Please mail this reference form to: **Katie Keller Smith, Director of Volunteer Programs, Mercy Home for Boys & Girls, 1140 W Jackson Blvd., Chicago, IL 60607**. The applicant needs your reference as part of his/her completed application. Please keep a copy of this completed form for your records in case this reference is lost in the mail. Thank you for your candid comments.

1. How long have you known the applicant? In what capacity?
2. Please describe your experience of the applicant working and/or living with others.
3. Please describe an experience in which you have seen the applicant respond to conflict.
4. Please talk about the applicant's strengths.
5. What are the applicant's areas for growth? How open do you think the applicant is to being stretched to learn and grow in these areas?
6. What else would you like us to know about the applicant as a potential MercyWorks volunteer?



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Check the box which you feel best describes the applicant.

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Sense of humor							
Maturity							
Emotional stability							
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EMPLOYER/SUPERVISOR REFERENCE

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4. Please talk about the applicant's strengths.
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FRIEND/PEER REFERENCE

Applicant's Name _____

Name of Reference (please print) _____

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3. Please describe an experience in which you have seen the applicant respond to conflict.
4. Please talk about the applicant's strengths.
5. What are the applicant's areas for growth? How open do you think the applicant is to being stretched to learn and grow in these areas?
6. What else would you like us to know about the applicant as a potential volunteer?



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Check the box which you feel best describes the applicant.

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Signature _____ Date _____

Address _____ Phone () _____

City / State / Zip _____

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MISSION REFERENCE

Applicant's Name _____

Name of Reference (please print) _____

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1. How long have you known the applicant? In what capacity?
2. Describe how the applicant has demonstrated a concern for others. Is this concern for others connected with the applicant's values and beliefs? Explain.
3. The MercyWorks mission statement is: "The MercyWorks program offers a diverse group of highly motivated women and men—who are inspired by the Gospel call to faith and justice and who possess a desire to make a difference in the lives of hurting children—a unique opportunity to acquire professional experience while growing spiritually, personally and professionally." Do you believe that the applicant can make this mission come alive at Mercy Home? Please explain and give specific examples.
4. Please talk about the applicant's strengths as well as his/her areas for growth? How open do you think the applicant is to being stretched to learn and grow in these areas?
5. What else would you like us to know about the applicant as a potential MercyWorks volunteer?



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