

# **Bethlehem Farm, Inc.**

**P.O. Box 415**

**Talcott, WV 24981**

**(304) 445-7143**

**hiring@BethlehemFarm.net**

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*Bethlehem Farm is a* ***Catholic*** *community in Appalachia that*

***transforms lives*** *through* ***serving the local community*** *and* ***teaching sustainability****.*

*We enable volunteers to join us in living the* ***Gospel*** *cornerstones of*

***prayer****,* ***community****,* ***simplicity*** *and* ***service****.*

**CARETAKER APPLICATION**

**I) Personal Information**

**Legal Name: Preferred Name:**

**Address:**

**E-mail address:**

**Phone number: ( )**

**(Social Security Number will be required for a background check prior to hire.)**

**Driver’s License #:**

**State:**

**Gender: Sex:**

**Are you over the age of 21? Y N**

**Date available to join community:**

**Desired Length of term (minimum one year):**

***\*Please note, before coming to Bethlehem Farm as a Caretaker, a complete physical and dental exam is recommended within three months of the beginning of a commitment.***

**II) Education and Training**

**High School Attended:**

**Year of graduation:**

**College Attended:**

**Year of graduation:**

**Trade School:**

**Year of graduation:**

**Academic Major or Emphasis:**

**Other areas of training or expertise:**

**III) Employment Experience** *Most recent first please.*

|  |  |
| --- | --- |
| **Name and Address of Employer:** |  |
| **From when to when:** |  |
| **Position name:** |  |
| **Duties and responsibilities:** |  |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Name and Address of Employer:** |  |
| **From when to when:** |  |
| **Position name:** |  |
| **Duties** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Name and Address of Employer:** |  |
| **From when to when:** |  |
| **Position name:** |  |
| **Duties and responsibilities:** |  |
| **Reason for leaving** |  |

**Have you had any prior volunteer experience? If so, please explain…**

**IV) Recommendation**

**We ask for one SUPERVISOR recommendation who can speak to working with you in some sort of formal capacity, one PERSONAL recommendation who can speak to who you are as a person, and one OTHER recommendation who can highlight some other aspect of your personality you’d like to share (ex personal values, spirituality, participation in community, commitment to service, etc) Please list the NAME, ADDRESS, PHONE, and RELATIONSHIP of the three people who will be filling out recommendation forms for you:**

*You must provide persons serving as recommenders with a copy of the recommendation*

*sheet attached to this application. Recommenders should NOT be family members or current Caretakers at Bethlehem Farm.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME | ADDRESS | PHONE | RELATIONSHIP |
| ***SUPERVISOR*** | ***1)*** |  |  |  |
| ***PERSONAL*** | ***2)*** |  |  |  |
| ***OTHER*** | ***3)*** |  |  |  |

\_\_\_\_ I authorize Bethlehem Farm to contact the above three recommenders.

\_\_\_\_ I do not authorize Bethlehem Farm to contact the above three recommenders.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**V) Financial**

**Bethlehem Farm caretakers receive ROOM, BOARD, MEDICAL INSURANCE, and a MONTHLY PERSONAL STIPEND OF $150.00. Caretakers with student loans that cannot be deferred may also receive $200/month (if ineligible for an AmeriCorps education award) toward loan payments.**

**Can you live with this budget?**

**Do you have any debts?**

**If so, how do you intend to pay them off while you are a volunteer?**

**VI) Legal**

**Bethlehem Farm will run a background check prior to final hire, is there anything on your record that you would like to share now or explain further? Yes / No**

**If yes, please explain:**

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**\*Please note, prior to hire date, you will need to complete a background check release form, so we can run a background check through our Diocese.**

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

**If yes, please explain:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**VII) Final Confirmation Signature**

**I confirm that everything stated in this application is true and verifiable to the best of my knowledge.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please complete **Section VIII** on the next page and submit with the above sections I-VII and send along the attached recommendation forms to the people you listed as references in Section IV.

*Bethlehem Farm holds the Caretaker application process as confidential.*

***Please return application directly to:***

Hiring Coordinator Email: hiring@bethlehemfarm.net

or

**Bethlehem Farm,** PO Box 415, Talcott, WV 24981

Feel free to call 304-445-7143 with any questions.

**VIII) Application Questions:**

*Please type all answers to the following questions. Thank you!*

**Application Questions: General**

1. How did you hear about Bethlehem Farm and why are you interested in volunteering here?

2. Please describe your family composition.

3. What expectations do you have for community living? Please describe your past experiences with community living.

4. Bethlehem Farm is situated in an isolated rural area with few social outlets for young adults and limited access to public transportation. Please comment on how you would function in this environment.

5. The Caretaker position often requires physical exertion, such as working in the garden on your knees for extended periods, working on ladders up to 30 feet tall, lifting 50 pound bags of animal feed, working long days, etc. If you have any questions or concerns about this, please contact us for further conversation. Are you able to perform these tasks and other essential functions of this job with (or without) reasonable accommodations?

6. 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, rural populations, or inner city).

7. Bethlehem Farm focuses on sustainability, especially regarding environmental stewardship. Please share your experience with and thoughts on sustainability and care for Creation.

8. Please describe your strengths and areas for growth.

9. What are your interests and hobbies?

**Application Questions: Prayer/Reflection & Spirituality/Personal Growth**

*Bethlehem Farm is a faith-based community rooted in the Catholic tradition. Each person’s spirituality and beliefs are respected.*

10. What does it mean to you to be a member of a church community? How does your religion and spirituality shape your life?

11. How open are you to people’s differing expressions of Catholicism or other faiths, their practices, and styles of prayer?

12. What is your idea of service, and why do you want to serve?

13. What exposure have you had to simple living? What do you consider a simple lifestyle?

14. How easy or difficult would it be to share or discuss your spirituality with others in the Bethlehem Farm community?

15. What role do prayer and reflection play in your life? What expectations do you have for your own spiritual growth and enrichment while at Bethlehem Farm?

**Application Questions: Personality**

16. Tell us about the people you admire. How have they shaped your beliefs, values, outlook, attitude, etc.?

17. At Bethlehem Farm, Caretakers live in community with one another, so the conflict and stressful situations inherent in community life are commonly experienced on the job. How do you handle conflict and stress?

18. What do you do in your free time?

19. If there were absolutely no restrictions placed upon you, what would you most want to do in life?**Bethlehem Farm Recommendation Form**

**(Two pages total)**

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### This section to be completed by Applicant

Name of Applicant:

\_\_\_\_\_ I waive my right to review this form.

\_\_\_\_\_ I reserve my right to review this form.

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

### This section to be completed by Recommender

Recommender Name:

Address:

Phone #

Relationship to applicant:

Length of time you have known the applicant:

***Recommendation Questions:*** *Please type all answers to the following questions on a separate sheet. Thank you!*

1. Describe the applicant’s basic strengths and special skills.

2. Describe how the applicant reacts to stressful situations or conflict.

3. Describe the applicant’s weaknesses and their awareness of these.

*Please evaluate the applicant in each of the categories listed below. Although you may not have had the opportunity to observe all of these behaviors in the applicant, you are asked to make a judgment from those traits of which you are aware. Thank you!*

**Rating scale: 1 – Poor 2 – Fair 3 – Good 4 – Very Good 5 – Excellent**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Question: | 1 | 2 | 3 | 4 | 5 |
| 1 | How self-motivated and dependable is this applicant in meeting responsibilities & following through with tasks? |  |  |  |  |  |
| 2 | How well does the applicant listen to, respect, & understand others? |  |  |  |  |  |
| 3 | How well does this person follow instructions? |  |  |  |  |  |
| 4 | How flexible is this person? |  |  |  |  |  |
| 5 | What degree of leadership does this person demonstrate? |  |  |  |  |  |
| 6 | How open & accepting is this person towards persons of different interests or beliefs? |  |  |  |  |  |
| 7 | How open is the applicant to direction and/or criticism? |  |  |  |  |  |
| 8 | To what extent does this person demonstrate effective communication skills? |  |  |  |  |  |
| 9 | To what extent does the applicant show an appropriate level of maturity? |  |  |  |  |  |
| 10 | How genuine is the applicant’s desire to do service? |  |  |  |  |  |

**Additional comments:**

Overall, would you recommend this person?

\_\_\_\_\_\_ With some reservation

\_\_\_\_\_\_ With no reservations

\_\_\_\_\_\_ A really rare find, highly recommended

Signature of Recommender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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