

**Christine Center
Application for Work Exchange**

Period applying for: (Please give two choices in order of preference)

From: (mo/day/yr) _____ to (mo/day/yr) _____

From: (mo/day/yr) _____ to (mo/day/yr) _____

Name _____

Address _____

City, State, Zip _____

Home Phone _____ Cell Phone _____

E-Mail _____

Are you 21 years of age or older? Yes ___ No ___

What is the condition of your health (physical, emotional and mental)?

Is there any aspect of your physical, emotional or mental health that would be restrictive in your daily life at the Center?

Have you ever been convicted of a criminal act? Yes ___ No ___ Explain: _____

Please include the following with your application:

1. A resume listing your education and work experience.
2. Reference and contacts sheet
3. Signed program agreement
4. A page describing your intention and focus for participating in the Work Exchange program.
5. A page sharing about what you enjoy doing.

Applicant's Signature:

_____ Date _____

Mail your application to:

Marge Zulaski, Volunteer Coordinator
The Christine Center
W8303 Mann Rd; Willard, WI 54493

Or email to mzulaski@tds.net

References and Contacts

Please provide two references of people that are able to evaluate your readiness for the Work Exchange program. For instance, a present or recent employer, a spiritual director, a teacher/mentor, a pastor.

Name _____ Relationship _____ Years Known _____

Address _____

City, State, Zip _____

Phone _____ E-Mail _____

Name _____ Relationship _____ Years Known _____

Address _____

City, State, Zip _____

Phone _____ E-Mail _____

Provide contact information for your two closest relatives or friends.

Name _____ Relationship _____ Years Known _____

Address _____

City, State, Zip _____

Phone _____ E-Mail _____

Name _____ Relationship _____ Years Known _____

Address _____

City, State, Zip _____

Phone _____ E-Mail _____

Emergency Contacts: Please provide emergency contact information in the order of preference.

Name _____ Relationship _____ Years Known _____

Address _____

City, State, Zip _____

Phone _____ E-Mail _____

Name _____ Relationship _____ Years Known _____

Address _____

City, State, Zip _____

Phone _____ E-Mail _____

Work Exchange Program Agreement

PETS - Pets are not allowed.

MAIL - Outgoing mail may be put in the large black mailbox on Mann Rd. The mail carrier arrives between 12:00 and 2:00 p.m. Incoming mail will be placed in your mail box in the main office.

COMPUTER USE - You may access your email account on the computer in the library, or you can bring your own laptop and use it in the library. If using any programs with sound, please use earphones. If a guest is in need of the computer, please reschedule your time to use it.

TELEPHONE - The phone in the office is available for use with a phone card, or local calls only.

TELEVISION - The screen in the Pines Room is available in the evening for viewing DVDs, unless there are programs and/or retreats at the Center.

KITCHEN - If you are not going to be present for a meal, please let the cook know in advance. For access to the kitchen, permission from the cook is required. The kitchen is closed from 7:30 p.m. to 7:00 a.m. Three meals are provided each day.

LAUNDRY - A coin-operated washing machine and dryer is available. The cost is \$1.00 for the dryer and \$1.25 for the washer. It is your responsibility to supply your own detergent and to wash your bed linens.

HERMITAGE OR GUEST HOUSE - Living accommodations may vary with the needs of the Center. It is your responsibility to maintain a clean and wholesome living space. Sometimes it may happen that when we have a large number of guests you may be asked to share a hermitage or to lodge elsewhere.

LOCKERS - There are lockers in Siloe, which is a bathroom, shower and laundry facility, for your personal care items.

SUBSTANCE ABUSE - The Christine Center including its buildings, grounds and property is a smoke-free environment. The use of illegal drugs will result in termination. Use of alcohol is discouraged.

WORK - Check with your supervisor regarding your work assignment. Work includes 35 hours of work per week with two days free per week. Additional time or time away is allowed with prior arrangement.

Work Exchange persons will be responsible for the financial cost of any damage done to the property of the Center and/or its environment.

Introductory term: One month ending with a discernment process to determine the value of Work Exchange for the individual participant and The Christine Center.

Intermediate term: Three months ending with a discernment process.

Long term: One year with an annual discernment process. As a participant in the Work Exchange program, I agree to follow the guidelines as stated above.

Participant: _____ Date: _____

Work Exchange Director: _____ Date: _____

The Christine Center reserves the right to conclude this agreement at any time.