



Dear Prospective Volunteer:

Thank you for your interest in an extraordinary volunteer opportunity! Camp Ondessonk is a Catholic youth camp spread over 983 acres of bluffs, waterfalls, hardwood forests and lakes in Southern Illinois. Volunteering at Camp O gives adults from all walks of life the chance to spend a week hiking, swimming, gardening, ministering, and riding horses. I am amazed by the generosity of so many people who choose to spend their vacation and free time working for Camp! During the summer of 2018 we had over 150 volunteers. It was a joy getting to know all of them.

In order to make volunteering at Ondessonk a rewarding experience for you as well as the campers and staff, your understanding and cooperation are needed and greatly appreciated. I know this application is extensive, however, we feel it is necessary in order to protect our children. Our American Camp Association accreditation & the Diocese of Belleville have set forth standards we must follow to ensure a safe environment.

*Please read the volunteer packet carefully and return the following required forms:*

**NOTE: Due to the complex interactions in accreditation standards between the ACA and the Diocese of Belleville you must fully complete and return all forms each year you choose to volunteer.**

- Camp Ondessonk Volunteer Application
- Diocese of Belleville Application for Volunteer Service
- IL DCFS Authorization For Background Check/CANTS
- Background Screening Disclosure and Authorization
- Health Form (I will mail this form upon receipt of your application)

You must submit all paperwork at least six weeks prior to your arrival to allow time for a criminal background check as well as meeting diocesan policies and procedures. A small donation to defray the cost of your background check (\$10.00 in state; \$12.00 out of state) would be very appreciated.

It is possible to volunteer while your child is a camper, but *we discourage parents of first-year or Mini campers from volunteering due to the risk of homesickness for your child and the others in his/her unit.* Because volunteers will have specific duties that require a great deal of attention, volunteers may not bring children who are not enrolled in a camp session. Please remember that our primary goal is to provide a positive experience for each camper. **If you are an MD, RN, NP, or PA. Please use the Health Care Provider Volunteer Application available on the Camp Ondessonk website.**

If you have any questions about the volunteer program / application process, please contact Lucia Hodges at 618-695-2489 x145 or volunteer@ondessonk.com. I look forward to working with you this summer!

Looking forward,

Lucia Hodges  
Volunteer Coordinator

Alissa Hollmann  
Camping Services Director



## What Can I Expect as a Volunteer?

**When will I know if I have been accepted as a volunteer?** -- After your paperwork has been received, you will be notified of your acceptance and of the area in which you will be helping via letter. Please remember to submit your volunteer application package **at least six weeks in advance** to allow time for your criminal background check and meet diocesan policies and procedures. Retain these guidelines for reference!

**When do I need to arrive?** -- Check-in between 1 and 3 p.m. on the Sunday of the week you are volunteering. If you need to arrive at a different time this must be arranged with the Volunteer Coordinator in advance. A meeting for all volunteers will be held at 3:30 p.m. in the St. Noel Center dining room.

**What should I wear?** -- Generally shorts and T-shirts are acceptable. Long pants and boots are required for stable volunteers. Pants and hard-soled shoes are suggested for maintenance volunteers.

**Where will I sleep?** -- Most volunteers will have a room in the St. Noel Center; depending on how many volunteers we have during a particular week, you may be sharing a room with other volunteers. Mixed-gender housing is available only to married couples. Special arrangements may be made for volunteers wishing to serve and live in camper units at the discretion of the Camping Services Director and the Executive Director.

**When do we eat?** -- Most meals are served in the dining hall with the campers and staff. Meal times are 7:45 a.m., 12:30 p.m., and 6:30 p.m. Dinner will not be served Wednesday because campers will be cooking (and camping) out, so please plan to dine out that evening. Stable and maintenance volunteers may follow a slightly different schedule for meals, which will be worked out with your supervisor.

**When do I work?** -- Work times and responsibilities vary according to your volunteer assignment. Most areas will work from 8:30-4:30. Maintenance and barn are exceptions, and begin work earlier in the day.

**What will my specific duties be?** -- The supervisor for your assignment has a list of expectations and responsibilities. In addition, at the informational meeting at 3:30 p.m. Sunday afternoon you will learn when you can meet with the supervisor of your volunteer area.

**Do I get time off?** -- Time off is to be worked out between you and the supervisor of your area. We encourage all volunteers to enjoy daytime and nighttime activities when possible; however, due to staffing and other requirements we cannot guarantee that you will have time off when you request it.

**What do I do during the evenings?** -- On Sunday, Thursday and Friday volunteers are encouraged to take part in the evening activity. Sunday and Friday feature campfires for the entire camp and Thursday is a special ceremony. On Monday and Tuesday evenings volunteers are invited to help with evening programs. On Wednesday evening, volunteers are free to leave camp and go to a nearby town. Volunteers are encouraged to bring their own reading material (there are no TVs provided in guest rooms) to enjoy peaceful evenings at the St. Noel Center if desired.

**Who do I see if I have a problem?** -- The Volunteer Coordinator (who will meet with you on Sunday). Questions about your volunteer assignment should be directed to the supervisor of your area. If you do not receive satisfaction from the Volunteer Coordinator or job supervisor, you are welcome to direct your comments to the Executive or Camping Services Director.

## Camp Ondessonk Volunteer Program Rules and Expectations



*Please read these guidelines carefully and retain them for reference. With your help, we hope to keep our volunteer program a positive experience for our volunteers and our campers!*

1. In order to minimize homesickness and provide a full Camp experience to all our campers, we ask parents/relatives of campers to avoid, as much as possible, the time spent with their own children. By limiting visits, we hope to minimize disruption to units as they attend activities and eat their meals.
2. Parents who are volunteering during the week their children are at camp should not give special privileges to their own children or do anything to make the other campers in the unit feel excluded (i.e. following the unit around to all activities, visiting the unit without permission, etc.). Such actions can cause other campers to feel homesick, which may ruin their week at camp. While we understand the desire to check on the well-being of your child, please keep in mind that summer camp is a time for him/her to grow in independence.
3. Volunteers may participate in activity areas, however they must join a group other than their child's unit, and they must clear the time off with their work area supervisor.
4. Smoking is ONLY allowed in specified areas covered in the Sunday Volunteer Orientation.
5. No campers or staff are allowed in volunteers' residences at any time. Volunteers are not allowed in a camper's unit without the advance permission of the unit leader.
6. Volunteers and guests may not bring PETS of any type to camp.
7. Volunteers are not permitted to have outside visitors while staying at camp.
8. Unless prior arrangements are made, volunteers are expected to be available for the entire session they are volunteering. Checkout time is after breakfast on Saturday.
9. Mixed-gender housing is only available to married couples. All housing is separate from campers. Same-sex volunteers will share the same housing assignments.
10. Personal firearms are not allowed anywhere on camp property.
11. Use of canoes, boats, rifles and other activity equipment is to be cleared through the Activity Director. Volunteers must follow all safety rules in every activity area.
12. Swimming is allowed only during assigned times when a lifeguard is on duty. **All those wishing to swim or go in the water must take a swimming assessment.**
13. Volunteers may ride horses with a unit if there is a space available and if the Equestrian Director has granted them permission.
14. Volunteers are expected to conduct themselves in a professional manner and to act as positive Christian role models.
15. Volunteers should NEVER be alone with campers for any reason. Always try to keep a member of the full-time or summer staff in sight when interacting with campers.



## Camp Ondessonk Volunteer Application

Camp Ondessonk summer volunteers are a valuable part of the Ondessonk staff. As a volunteer you will have specific duties and will be expected to follow certain rules and guidelines while you are at camp to provide an environment for all campers to grow and learn on their own and under supervision of staff. *As soon as your paperwork has been received, a confirmation letter will be mailed to you stating your volunteer dates and work area.* This confirmation is contingent upon a satisfactory background and criminal record check and meeting all diocesan policies. The process can take up to six weeks. If there are any problems with your background checks, you will be notified as soon as possible, and your confirmation will be void. Thank you for applying!

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone (\_\_\_\_) \_\_\_\_\_ Work phone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_\_

T-Shirt Size- S M L XL XXL Driver's License # \_\_\_\_\_

Dates Requested - check appropriate week(s):

- |                                  |                                    |
|----------------------------------|------------------------------------|
| _____ June 2-8 (Session 1)       | _____ July 7-13 (Session 6)        |
| _____ June 9-15 (Session 2)      | _____ July 14-20 (Session 7)       |
| _____ June 16-22 (Session 3)     | _____ July 21-27 (Session 8)       |
| _____ June 23-29 (Session 4)     | _____ July 28-August 3 (Session 9) |
| _____ June 30-July 6 (Session 5) |                                    |

Please note: No volunteers will be accepted for only half of a full week session.

Please indicate your preference for volunteering *Only volunteers with previous experience or current certification will be considered for activity areas or the health center.* Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> choices.

**If you would like to volunteer as an RN, PA, Nurse Practitioner or MD, please fill out the Separate Health Center Volunteer Form available on the Camp Ondessonk website.**

- \_\_\_\_ LODGE SASH SEWING: Materials and sewing machine are provided.
- \_\_\_\_ COUNCIL: work with Council Coordinator in providing spiritual experiences for campers.
- \_\_\_\_ TRADING POST: organizing merchandise, working sales window, etc.
- \_\_\_\_ HEALTH CENTER (circle one): LPN EMT. Copy of Illinois certification /license **MUST** be enclosed. Other Health Care Professionals such as Physical Therapists are encouraged to apply.
- \_\_\_\_ MAINTENANCE: work with Camp Ranger / Asst. Ranger on jobs such as minor repairs, mowing, landscaping and painting. Please list special skills (i.e. heavy equipment operator, etc.)
- \_\_\_\_ ACTIVITY AREA: **MUST** have prior experience and attach separate sheet listing experience.

*Please be aware that exposure to extreme heat, walking long distances, and strenuous tasks may accompany your volunteer experience.*

Please list any physical limitations you have: \_\_\_\_\_

I have been a summer volunteer at Camp Ondessonk during the following years: \_\_\_\_\_

I was a camper at Camp Ondessonk during the following years: \_\_\_\_\_

I was a staff member at Camp Ondessonk during the following years: \_\_\_\_\_



## Camp Ondessonk #712

Agency: 3760 Ondessonk Road, Ozark, IL 62972  
 Phone: 618-695-2489      FAX: 618-695-3593

### Application for Volunteer Service

Note: Do *not* complete this form if applying for an educator's position in a Diocesan Catholic School (request a *Catholic Schools' Application*).  
 This form is for all others applying for volunteer positions.

Last Name	First	Middle	Social Security No.	Date
Present Street Address	City	State	Zip	Daytime Phone
				Evening Phone
Permanent Address (if different from present address)				Cell Phone No.
				E-mail address
Have you ever been employed by a Diocesan location? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you 18 years of age or older?
If yes, give details: _____				<input type="checkbox"/> Yes <input type="checkbox"/> No

I am interested in Volunteering:     weekdays only,     weekends only,     both

Area(s) of Interest:     coaching,     religious education,     youth ministry, other(s) \_\_\_\_\_

I am available  mornings,     afternoons,     evenings      Date available: \_\_\_\_\_

I am interested in volunteering opportunities:     Full-time     Part-time

Position(s) of interest: 1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_

Date available for work \_\_\_\_\_

**Education Background**

Name and Location of School	# of Years/ Credit hrs. completed	Graduated	Minor/Major and Degree Received
High School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
College		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
Postgraduate School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
Postgraduate School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Training			

The Diocese of Belleville and Diocesan locations comply with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, unfavorable discharge from military service, arrest record or mental or physical disability unrelated to ability to perform the duties of a position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified individuals. Acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

**EMPLOYMENT/VOLUNTEER ACTIVITIES**

Please list all present and former employment and volunteer activities beginning with your present or most recent position first. Use additional pages if needed. Include all other names worked under if different than the name you used on the application.

Company/Organization Name		Phone ( )
Address		Employed (month & year) From To
Title	Weekly Salary Starting Ending	Reason for Leaving
Duties		
Company/Organization Name		Phone ( )
Address		Employed (month & year) From To
Title	Weekly Salary Starting Ending	Reason for Leaving
Duties		
Company/Organization Name		Phone ( )
Address		Employed (month & year) From To
Title	Weekly Salary Starting Ending	Reason for Leaving
Duties		
Company/Organization Name		Phone ( )
Address		Employed (month & year) From To
Title	Weekly Salary Starting Ending	Reason for Leaving
Duties		

**References: Three references must be included. If you have resided in this area for less than 2 years please provide at least one reference from your previous area of residence.**

Name: \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Complete the following if applicable: Typing Speed: \_\_\_\_\_ wpm Shorthand: \_\_\_\_\_ wpm

My knowledge of the following computer software rates as: 1= Advanced, 2=Average, 3=Beginner, 4= none

\_\_\_\_ Microsoft Word \_\_\_\_ Excel \_\_\_\_ Access \_\_\_\_ Outlook \_\_\_\_ WordPerfect

\_\_\_\_ Lotus 1-2-3 \_\_\_\_ dBase Other(s) \_\_\_\_\_

## Important

**PLEASE READ THE POLICY STATEMENT OF THE DIOCESE OF BELLEVILLE ATTACHED TO THIS PACKET. THIS POLICY STATEMENT SHOULD BE KEPT WITH YOUR PERSONAL RECORDS**

You must complete questions I, II, III, & IV *only if* the position(s) for which you are applying will involve substantial contact with children or other vulnerable individual, i.e. elderly, mentally or emotionally disabled, etc.

I. Has a civil or criminal complaint ever been filed against you that alleged *sexual misconduct* or *child abuse* by you or your participation in or facilitation of such activities (including internal complaints given to management or supervisors at places of employment)?  Yes  No

If yes, explain in full (attach a separate sheet of paper if necessary). Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify by name and title the person(s) who investigated the complaint.

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II. Do you presently serve, or have you served, as an employee or volunteer for any organization, entity or group in which you had substantial contact with children or other vulnerable populations (e.g. elderly, mentally or emotionally disabled, etc.)?

Yes  No

If yes, please provide the name, address, and phone number of the organization, period of volunteer service, supervisor's name; and briefly describe your activities and/or duties.

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III. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action, for reasons relating to allegations of sexual misconduct or child abuse by you?

Yes  No

If yes, please explain. Please include in your explanation the date, nature, and place of the occurrence(s) or allegation(s) and the disposition of the matter(s). Also, identify your employer and supervisor at the time by name, address, and telephone number.

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IV. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?  Yes  No

If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

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**IMPORTANT: THE FOLLOWING STATEMENT MUST BE READ  
AND SIGNED**

The information provided in this application is true, correct, and complete. If employed, any misstatement or omission of fact in this application may result in my dismissal. I grant permission to check my background and references and release the Diocesan schools, parishes, or agencies from any and all resultant liability.

Further, I grant permission to the Diocese of Belleville to release this application and attendant documents to the appropriate search committees and prospective employers within the Diocese of Belleville. I understand my signature absolves and releases the Diocese of Belleville, all parishes, schools and agencies from any and all liability for any and all legal action involving relinquishment of the information to others.

If employed, I will abide by the policies and procedures of the Diocese of Belleville Child Protection Policy. I also hereby acknowledge that I received, read, and understand the Diocese of Belleville Sexual Misconduct Policy and Code of Conduct Policy located in this packet. I agree to conduct myself in accordance with these policies. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Upon termination, I authorize the release of reference information by the employing schools.

I understand that if employed in a school I will have significant contact with children while performing my duties and am required to undergo criminal background checks before working with children.

I will be required to furnish proof of identity and eligibility to work in the U.S. once a conditional job offer has been made. I understand that, if hired, I will be subject to employment at-will.

**Print Name:** \_\_\_\_\_

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

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

.....  
**This section to be completed by Principal, Pastor, PLC, or Agency Director only.**

The necessity of passing a background check for positions involving significant contact with children or other vulnerable persons while working or providing volunteer services has been explained to this applicant. Offers of employment or acceptance of volunteer services are contingent upon the applicant successfully completing the background check. References may be checked before extending an offer of employment or accepting an applicant's volunteer service. Completed applications are to be received without delay by the Director of Human Resources, Diocese of Belleville, 222 South Third Street, Belleville, IL 62220.

\_\_\_\_\_  
Signature - Lucia Hodges

\_\_\_\_\_  
Date

\_\_\_\_\_  
Camp Ondessonk  
Name of Location

\_\_\_\_\_  
(618) 695-2489  
(Area code) Telephone number

# **POLICY STATEMENT OF THE DIOCESE OF BELLEVILLE**

Diocesan clergy, religious personnel, lay employees and volunteers of the Diocese of Belleville, while performing services for the Church, shall not engage in sexual conduct that is unlawful or harmful and contrary to the moral instructions, doctrines, and canon law of the Catholic Church. Such conduct is contrary to Christian principles and is outside the scope of the duties and/or employment of all personnel or volunteers of the Diocese.

Employees and/or volunteers must comply with all relevant state and federal laws, including:

- The Illinois Abused and Neglected Child Reporting Act.
- The laws prohibiting sexual harassment in the work place. Sexual harassment includes but is not limited to slurs, jokes, sexual advances, requests for sexual favors, and all verbal, graphic, or physical conduct of a sexual nature.

Any employee or volunteer of the Diocese of Belleville who suspects an incident of any sexual misconduct by any diocesan clergy, religious personnel, lay employee, or volunteer must immediately report such incident to Msgr. John W. McEvilly, the Vicar General of the Diocese. The matter will be investigated and where appropriate, disciplinary action will be taken.

Do not assume that the diocese is aware of any sexual misconduct. It is your responsibility to report incidents of which you know.

Please retain this page for reference

## **CODE OF CONDUCT POLICY**

As personnel (as defined in the Child Protection Policy), I certify and voluntarily agree to abide by the following code of conduct

- I will exhibit the highest Christian ethical standards and personal integrity
- I will conduct myself in a manner that is consistent with the discipline and teaching of the Catholic Church
- I will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- I will avoid taking unfair advantage of the counseling relationship.
- I will not physically, sexually, or emotionally abuse or neglect a child or adult.
- I will report any suspected abuse or neglect of a child to the Child Abuse Hotline 1-800-252-2873 and to the victim assistance coordinator.
- I will accept personal responsibility to protect children from all forms of abuse.

Illinois Department of Children and Family Services

**AUTHORIZATION FOR BACKGROUND CHECK**  
Child Abuse and Neglect Tracking System (CANTS)

**For Programs NOT Licensed by DCFS**

**NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed childcare facility. Please contact your licensing representative.**

Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Gender (circle): Male Female Race: \_\_\_\_\_

SSN: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street/ Apt #

\_\_\_\_\_ City State Zip Code

List all addresses at which you have resided in the past five years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List maiden name and/or all other names by which you have been known: (last, first, middle)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking System (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

\_\_\_\_\_  
Signed Date

Department of Children and Family Services  
406 E. Monroe – Station # 30  
Springfield, IL 62701

Diocese of Belleville  
Lynn Muscarello  
2620 Lebanon Ave.  
Belleville, IL 62221

## Background Screening Disclosure and Authorization

Please read this form carefully.

### DISCLOSURE

I have been notified that the Diocese of Belleville may request background screening be conducted to verify any information that I have provided in connection with my employment of volunteer service or to obtain information in order to determine my suitability for employment, retention, reassignment, or volunteer services.

The Diocese of Belleville may request a consumer report and/or an investigative consumer report in connection with my application for employment or volunteer services or at any time during my employment or volunteer service in accordance with all applicable laws. These reports may include information about my background, including but not limited to criminal history reports, court records, driving records, employment information, credit reports, general reputation, personal characteristics, and mode of living.

### AUTHORIZATION

My signature below authorizes the procurement of a consumer report and/or investigative consumer report upon Diocese of Belleville's request in conjunction with my application for employment, volunteer services, or during the course of my employment or volunteer service.

**I have read this Background Screening Disclosure and Authorization; I understand it, and I agree to its terms.**

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

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

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



**Background Screening Disclosure  
and Authorization  
(for those living in IL < 5 years and all out of state applicants)**

Please read this form carefully.

**DISCLOSURE**

I have been notified that the Diocese of Belleville may request background screening be conducted to verify any information that I have provided in connection with my employment of volunteer service or to obtain information in order to determine my suitability for employment, retention, reassignment, or volunteer services.

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**AUTHORIZATION**

My signature below authorizes the procurement of a consumer report and/or investigative consumer report upon Diocese of Belleville’s request in conjunction with my application for employment, volunteer services, or during the course of my employment or volunteer service.

I have read this Background Screening Disclosure and Authorization; I understand it, and I agree to its terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Please provide the following information to be used to perform the background check. **PLEASE PRINT:**

_____	_____	_____	_____	_____
First	Middle	Last		
_____	_____	_____	_____	_____
Street Address		City	State	Zip
_____	_____	_____	_____	_____
Social Security Number	Date of Birth		Gender	
_____	_____	_____	_____	_____
Driver’s License State	Driver’s License Number			

Former Name and/or Other Names Used:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List previous addresses for the past 5 years (please use the backside if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_