

**Western University**

**APPLICATION FORM**

To apply to the program, you must send this form and your resume to Amélie Sylvain at [amelies@ceci.ca](mailto:amelies@ceci.ca) **by March 23rd 2018**.

**Eligibility criteria**

* Must be a regular full-time staff of Western who has at least one year of full-time service.
* Candidates must be eligible to leave on vacation and/or approved leave of absence and must receive prior **written** approval from their supervisor and relevant AVP or Dean.
* Be a Canadian citizen or a permanent resident.
* Have no criminal record (Government of Canada requirement).
* Be in good health – to be eligible for our insurance program for short-term volunteers.
* Sign a Letter of Engagement with Leave for Change.
* Participate in a two-day pre-departure orientation session.
* Undertake a volunteer assignment with a local partner organization in a developing country before the end of February 2019
* Share your experience with your colleagues and the Canadian public, upon your return.
* Complete the application form and attach your CV.

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| **Application** | |
| Date |  |
| Name |  |
| Current position? |  |
| How long have you worked for your employer? |  |
| Home Address (including postal code)  Phone number (work, home and cell)  Email (personal and professional) |  |
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| Do you have a valid passport? When does it expire? |  |
| Do you have difficulties with extreme conditions (very dry, very humid, high altitude)? |  |
| When are you available to participate in a assignment? (Approximate dates and for how long)? |  |
| 1. What is your motivation for participating in Leave for Change? | |
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| 2. What skills do you wish to share with our developing country partners? Please briefly describe one or two previous experience(s) where you had to train others or transfer your skills. | |
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| 3. What would our partners in developing countries gain from having you as a volunteer? | |
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| 4. What would your employer gain from your assignment? | |
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| 5. Do you have any volunteer or outreach experience? Please describe briefly. | |
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| 6. During your Leave for Change assignment, how do you foresee your working and living environment overseas? What do you think will be the most challenging for you? | |
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| 7. Upon your return to Canada, would you be willing to share your experiences with your colleagues and with the public? How would you go about doing this? | |
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| 8. Please visit the current advertised positions online (<http://uniterra.ca/en/volunteering/corporate-volunteering>), and indicate which three (3) specific assignments appeal to you most (by order of preference)?  Please outline the professional skills, training or education that makes you a suitable candidate (ie. What are the specific skills or professional experiences that you can share with our partner organizations?). A small paragraph per position is sufficient.  If you do not see a position that matches your skill-set, we encourage you to apply anyways as new opportunities frequently become available. Please let us know what are the specific skills or professional experiences that you can share with our partner organizations | |
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**Once volunteers are selected, they must:**

* Complete in a timely manner all administrative steps required to build their file.
* Sign a volunteer contract with Uniterra.
* Take part in a 2-day pre-departure orientation and in a debriefing (by telephone or skype) after their return.
* Commit to sharing their experience with at least one presentation to your work colleagues.
* Sign the “Volunteer Commitment” letter.

**REQUIRED PERMISSIONS**

**Applicant Name:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am the direct supervisor for the applicant. I support his/her application and am willing to approve the necessary vacation/leave, based on operational requirements.

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Supervisor Name: Date:

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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am the Dean/VP for the applicant. I support his/her participation in the Leave for Change program.

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Dean/VP Name: Date: