

# Application form

## Voluntary year Amsterdam

### PLEASE COMPLETE THIS FORM IN ENGLISH

Please fill this form in using the computer or hand and post or email it to the address found at the end of the form with the required attachments. N.B text CANNOT extend past the space provided in the boxes, you **MUST** be able to see all the text in the boxes when printing/saving this document.

### Personal data

Surname:

Forename(s):

Forename you use:

(Only when you have more than one Forename):

Date of birth (dd/mm/yy):

Age:

Male

Female

Place of birth:

Nationality:

Denomination:

Photo

Marital status:  Single

Married

Partnered

Child(ren)

Boy/Girlfriend

Passport/ID no:

Applying for:  Mission House  Oudezijds 100

### **Home address**

Please add international dialling codes

Street:

Town:

Postal code:

County/region:

Country:

Phone:

Email:

Skype Name:

### **Present address**

(if different from home address)  
Please add international dialling codes

Street:

Town:

Postal code:

County/region:

Country:

Phone:

Email:

Sending Organisation:

EI Reference number:

**Person to notify in case of emergency**

|                      |  |
|----------------------|--|
| Forename:            |  |
| Surname:             |  |
| Relationship to you: |  |
| Street:              |  |
| Town:                |  |
| Postal code:         |  |
| Country:             |  |
| Phone:               |  |
| Mobile:              |  |
| Email:               |  |

**Medical**

Do you have a medical condition that we should be aware of? Thank you for not withholding any information that is essential for us, example: severe backaches that prevent you from lifting people.

Are you vaccinated against hepatitis B?  Yes  No

Do you have to take any special medication? This is to help with finding suitable projects, not to disqualify you in any way.

Do you have any specific dietary needs (e.g. food allergies, vegetarian)?

Criminal record

(This information will not disqualify you in any way, but some placements are legally required to do police checks on volunteers.)

Yes, I have a criminal record  No Please write details in a separate word document and enclose it with the application

**Family background**

Forename/ surname / age / profession of parents and siblings

|             |  |
|-------------|--|
| Father:     |  |
| Mother:     |  |
| Sister(s):  |  |
| Brother(s): |  |
| Remarks:    |  |

**Educational background**

Current situation:

Former educational qualifications and / or training

Please tick the appropriate box(es) and tell what years you attended and the qualifications/training you achieved

- Secondary school
- An apprenticeship
- University studies
- Military service
- Civil service
- Other

Which kind of profession do you intend to work in after your voluntary service?

**Foreign language abilities**

(fluent = 1, good = 2, basic = 3, beginning = 4)

| Foreign language | Speaking | Reading | Writing |
|------------------|----------|---------|---------|
|                  |          |         |         |
|                  |          |         |         |
|                  |          |         |         |

What is your native language?

**NETHERLANDS**

Language: The projects expect the volunteers to learn Dutch as quickly as possible. Therefore, it is necessary that the volunteers be ready to study Dutch before they come at home using self learn books, CDs etc. We will offer language courses during your year in Amsterdam.

Do you have a driving licence?  Yes  No  I am in the process of doing it

If yes, which one(s)? Please specify:

**Responsibilities and leisure activities**

Do you have any experience in voluntary work (practical training, holiday jobs)?  Yes  No

What type of voluntary work (social work, youth work, organisational work, church work, etc.)?

Do you have any hobbies (sports, music, etc.)?

Do you have a religious background? (education, training)?

Are you a member of a church/community of believers? If so please specify

Please outline your religious and humanitarian convictions.

**Who are you?**

Please write a short paragraph about yourself (personal / practical skills, character, strong and weak points...)

Which event in your life seems to be the most important to you? Why?

What do you think you will find hard during the year?

What do your family members and friends think about your joining the Mission House?

The Voluntary Year is a challenging and dynamic year, and we would like to be able to provide you with strong support during your year. Please share any special circumstances (recent death of a loved one, a sickness in the family, etc.) or personal health concerns (physical, mental, emotional, etc.) that may have a significant impact on your year.

**Placements**

What kind of voluntary service interests you the most?

Please indicate your priorities of work areas in column with using a number between 1 and 5. You may use the same number more than once.

1 ("That's an area I would most like to work in"), 5 (" I can't imagine myself working there")

|  |  |
|--|--|
|  | Children: In childrens club of various forms                                   |
|  | Youth: after school club, weekend club, homework club etc                      |
|  | Hadicapped: Mentally and phsically in day care / residential centres           |
|  | Elderly: In a hospice, day clubs or residential                                |
|  | People in special circumstances: Homeless, addicts, immigrants, asylum seekers |
|  | People in a church based project   |

Other: Please specify here below

Do you have any experience with the above mentioned areas?

Why do you want to work in the areas mentioned?

## References

We kindly ask you to have 3 different persons who know you well write a reference about you. These could be your minister, youth group leader, employer, teacher, etc. No references from family or friends will be accepted. The references should contain meaningful information about yourself and written in English

|                      |  |
|----------------------|--|
| (1) Name:            |  |
| Relationship to you: |  |
| Address:             |  |
| Phone:               |  |
| E-mail:              |  |
| (2) Name:            |  |
| Relationship to you: |  |
| Address:             |  |
| Phone:               |  |
| E-mail:              |  |
| (3) Name:            |  |
| Relationship to you: |  |
| Address:             |  |
| Phone:               |  |
| E-mail:              |  |

## Letter of Motivation

Please explain your motivation for applying to the Mission House in the form of a letter.

**The letter of motivation should be written in a separate word document and included in the application package.**

The letter should be about one page long. The following ideas may guide you:

*Why do you want to do this year? Why do you want to go to a foreign country? What are your expectations? What personal goals do you hope to achieve through such a year?*

Included in application package

## Anything else you want us to know?

Space for further information / comments

## Signature

I (please fill in your full name)

- ✓ understand that the duration of the programme will be 10 months and that I am expected to arrive in my project on the 1st September.
- ✓ confirm that I have filled out the application myself.
- ✓ agree that my personal information (address, health status, etc.) may be handed on to the partner organisations and placements

I agree with all of the above statements    Signature \_\_\_\_\_

Date that form was completed dd/mm/yy

## Please don't forget

Please enclose the following together with this application

3 references in English

1 letter of motivation in English

1 letter from your doctor on your physical and mental health in English

1 passport-size photograph of yourself

A copy of your CV