

**Thompson Rivers University**

**application form**

To apply for the program, send this form and your resume to:

**Amélie Sylvain** **amelies@ceci.ca** **by Friday, April 5th 2019 at 4pm (Pacific Time)**

**Eligibility criteria**

* Must be a regular full-time staff or Faculty member of the University who has successfully completed their probationary period.
* Have enough vacation time to participate in the program and must receive prior approval from their supervisor.
* Be an active Thompson Rivers University employee at the time of the volunteer opportunity with Uniterra.
* Be a Canadian citizen or a permanent resident.
* Have no criminal record (Global Affairs Canada requirement).
* Be in good health – to be eligible to the Uniterra insurance program for short-term volunteers.
* Be able to receive the following vaccines: Hepatitis A, Hepatitis B, Malaria, Meningitis, Yellow Fever, Typhoid, and Polio (if necessary).
* Commit to a specific volunteer mandate with a partner organization in one of the Uniterra countries.
* Agree to participate in post-trip Thompson Rivers University Leave for Change events.

**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.
* Sign the “Volunteer Commitment” letter.
* Take part in a 2-day pre-departure orientation (weekend), in evaluations, and in a debriefing (by telephone) after their return.
* Complete the assignment before the end of December 2019.
* Agree to participate in post-trip Thompson Rivers University Leave for Change events.

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| **Application** |
| Date |       |
| Name ( as indicated on your passport) |       |
| Current position at TRU |       |
| How long have you worked for TRU? |       |
| Home Address (including postal code, plus work, home and cell numbers and email address, work and personal) |       |
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| Do you have a valid passport? When does it expire? (It must be valid for 6 months after date of return to Canada) |       |
| Do you have difficulties with extreme conditions (very dry, very humid, high altitude)? |       |
| When are you available to undertake an assignment? (approximate dates and for how long) |       |
| Have you obtained approval from your TRU supervisor to participate? |       |
| Name of supervisor/office phone number/email to confirm approval |       |
| 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 more previous experience(s) where you trained others or transferred your skills and knowledge.  |
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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 you gain from your assignment? |
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| 5. In your opinion why does your employer participate in the program? |
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| 6. Do you have any volunteer or public engagement experience? Please describe briefly. |
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| 7. During your overseas assignment, you will no longer have your everyday bearings. What skills do you think are required to do well in a potentially destabilizing setting? |
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| 8. 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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| 9. After reviewing the list of postings (<http://uniterra.ca/en/volunteering/corporate-volunteering>), which three mandates appeal to you most (by order of preference)? For each mandate, please indicate which of your professional skills relate to the mandate for which you have applied. **If there is no mandate that seems to require your skills:** What are the specific skills or professional experience that you could share with our partner organizations? |
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**Volunteer. Educate. Advocate.**

**Thank you for your commitment!**