

APPLICATION FORM

Te Tūao Tāwāhi Volunteer Service Abroad

APPLICANT'S NAME

APPLICATION DATE

If you are applying for a specific job, it is essential that you read the full assignment description. You can download a copy from the VSA website.

Complete the details below if you are applying for a specific job.

JOB

COUNTRY

JOB NUMBER

INSTRUCTIONS

If you decide not to complete this form electronically, you can print a copy and handwrite your application.

Answer all questions – enter 'N/A' if the question is not suited to your application.

CURRICULUM VITAE

We require a CV as part of this application. If you do not have a CV please let us know and we can send you guidelines including a template. If sending additional documents by post, such as references or academic transcripts, please ensure that they are not originals. It is not VSA's policy to return applications, CVs, or original documents.

SUBMITTING APPLICATION

You may submit this application via:

Email: volunteer@vsa.org.nz

Post: Volunteer Recruitment Unit
Volunteer Service Abroad
PO Box 12246
Wellington 6144
New Zealand



01. NAME

Surname

Legal first names

Usual first name

Previous surname (if applicable)

Date of birth Male Female

02. ADDRESS

PRESENT ADDRESS

E-mail

Phone

Mobile

PERMANENT ADDRESS (if different)

E-mail

Phone

WORK

E-mail

Phone

May we (with discretion) telephone and/or e-mail you at work? YES NO

03. OCCUPATION / PROFESSION

04. NATIONALITY

IMPORTANT: To be eligible to apply for VSA, you must be **currently living in New Zealand AND** be a **New Zealand citizen OR New Zealand permanent resident OR Australian citizen.**
If you are unsure whether you qualify, seek advice from New Zealand Immigration: www.immigration.govt.nz

Country of birth

Country of citizenship

Date of arrival in New Zealand

Are you currently living in New Zealand? *You must be living in NZ to be eligible for VSA* YES NO

If not of NZ or Australian nationality, do you have NZ permanent residency status? YES NO

Do you have a valid passport? YES NO

Passport expiry date

05. NEXT OF KIN

PERSON THROUGH WHOM YOU CAN ALWAYS BE CONTACTED

Name	Relationship
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	Phone <input type="text"/>
	Mobile <input type="text"/>
	E-mail <input type="text"/>

06. PERSONAL STATEMENTS

When and how did you first become aware of VSA?

What brought this VSA assignment to your attention resulting in this application? *(Please specify if not listed)*

- | | | |
|--|---|---|
| <input type="checkbox"/> VSA website | <input type="checkbox"/> SEEK.co.nz | <input type="checkbox"/> Word of mouth <i>(specify below)</i> |
| <input type="checkbox"/> VSA recruitment email | <input type="checkbox"/> NZ Herald Jobs | <input type="checkbox"/> Other website <i>(specify below)</i> |
| <input type="checkbox"/> VSA e-newsletter | <input type="checkbox"/> Facebook | <input type="checkbox"/> Other publication <i>(specify below)</i> |
| <input type="checkbox"/> Newspaper advert | <input type="checkbox"/> Twitter | |

Have you travelled or lived outside New Zealand? Give details.

Have you worked with people of cultures other than your own? Give details.

Have you ever been convicted in a court of law or subject to investigation by the police or a professional association? YES NO

If 'yes', please send details in a separate attachment marked 'Legal and confidential'. This information will not preclude full consideration of your application.

Please note: for immigration purposes the Criminal Records (Clean Slate) Act 2004 does not apply. We need to know about any convictions, including minor convictions from the past.

Do you hold a current drivers licence? YES NO

7. HEALTH

VSA volunteers are required to have medical clearance before their assignment is confirmed. You should discuss any existing health issues or concerns during the selection process. A disability or health problem will not preclude full examination of your application.

Please specify any past or present serious/recurring illness, major surgery, or disability, and give brief details (e.g. heart, respiratory ailments, cancer, back problems, diabetes, epilepsy, allergies, psychiatric or psychological illness etc.)

8. TIMING

When are you available to begin work with VSA?

What factors affect this?

9. ETHNICITY

THE INFORMATION REQUESTED BELOW IS FOR STATISTICAL PURPOSES ONLY AND WILL NOT BE TAKEN INTO ACCOUNT IN ANY ASSESSMENT OF YOUR SUITABILITY TO BE A VSA VOLUNTEER.

Please tick the box that most closely describes the ethnic groups with which you identify most.

Pakeha Maori Pacific Island Asian African South American
North American European Other please specify: Decline

10. FAMILY

PARTNERS

Short term assignments six months and under are on a single status basis only, for cost reasons. Long term assignments six months and over VSA welcomes applications from people who are part of a couple when both, or just one, are applying to be volunteers. All partners will be required to attend selection interviews. Partners who wish to accompany the candidate on a VSA assignment will be required to complete a volunteer application form.

Do you have a partner?

YES NO

If yes, what is your partner's name?

What is their relationship to you?

Do they intend to accompany you on assignment?

YES NO

If no, will they visit you for a short time while on assignment?

YES NO

Has your partner sent in an application form?

YES NO

IF YOUR PARTNER PLANS TO ACCOMPANY, THEY WILL ALSO NEED TO COMPLETE AN APPLICATION FORM.

CHILDREN

VSA DOES NOT POST FAMILIES WITH DEPENDENT CHILDREN.

Do you or your partner have dependant children?

YES NO

If yes, then please complete the details below.

NAME

DATE OF BIRTH

11. ADDITIONAL SKILLS

List any other skills you have (other than those required by your employment), such as computer skills, accounts or bookkeeping, building or other practical maintenance skills, nursing, gardening, motor mechanics, child care, farming, first aid, photography, sewing.

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Please list any languages that you speak in addition to English, and indicate your proficiency.

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12. RELIGIOUS DENOMINATION

What religious denomination are you (if any)?

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Are you an active member?

YES NO

13. ADDITIONAL

Is there anything else you think could be of relevance to this application? Please elaborate.

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14. REFEREES

Please nominate FOUR people, other than close relatives, whom VSA may ask for a reference. At least one should be a recent employer, one should be someone who has worked with you, and two should be people who know you well. Explain why you have nominated them. We often take up references at short notice, so it is best if your referees are people we can get in touch with easily.

- Give full details, including daytime and mobile phone numbers.
- Please provide an **email** address for each referee.

NOTE: IF WE SHORTLIST YOU FOR AN INTERVIEW, WE WILL CONTACT YOUR REFEREES STRAIGHT AWAY. WE MAY NOT CONTACT YOU BEFORE DOING SO.

1. EMPLOYER

name position

e-mail

daytime phone number mobile phone number

When were you employed/supervised by this person?

2. COLLEAGUE (PRESENT OR PREVIOUS)

Name occupation

e-mail

daytime phone number mobile phone number

How do they know you?

3. FRIEND/COLLEAGUE

name occupation

e-mail

daytime phone number mobile phone number

How do they know you?

4. FRIEND/COLLEAGUE

name occupation

e-mail

daytime phone number mobile phone number

How do they know you?

15. DECLARATION

The statements made in this application form are true and complete to the best of my belief.

Name Date

BEFORE SENDING THIS FORM, PLEASE MAKE SURE THAT YOU HAVE:

- ANSWERED ALL THE QUESTIONS ON THE FORM.
- COMPLETED REFEREE DETAILS INCLUDING EMAIL ADDRESSES
- ATTACHED YOUR CV AND ANY ADDITIONAL INFORMATION YOU REFER TO
- ENTERED YOUR NAME AND THE DATE

WHEN COMPLETED, PLEASE RETURN THIS FORM TO:

Email:
volunteer@vsa.org.nz

Post:
VSA
P O Box 12246
Wellington 6144
New Zealand

Contact Details
Physical Address:
32 Waring Taylor Street
Wellington

Telephone:
+64 4 472 5759
Fax
+64 4 472 5052

Website: www.vsa.org.nz

VOLUNTEER SERVICE ABROAD PRIVACY STATEMENT

The information that you provide on this form is covered by the Privacy Act 1993, and will only be used for recruitment and selection purposes.

The information you give will be held by Volunteer Service Abroad. All information provided will be kept secure.

You have the right of access to personal information and to seek any correction you think necessary to ensure accuracy.

Failure to supply information could limit our ability to assess your suitability as a volunteer.