

Staff-Leader Application Form

To be filled in by all persons applying for a position of responsibility (including Staff, Leaders, JCs, Junior Staff/Leaders) in a CISV international Programme/Activity. Section 12 is only for those applying to be Seminar Camp Staff.



Please return this form to (person in the Applicant's **home** NA who is responsible for staff/leader selection):

For International Staff positions, this form must be signed first by the person in the Applicant's **home** NA who is responsible for staff/leader selection and then forwarded by that person to the responsible member of the Host NA or Seminar Camp Committee.

If you are filling in the form on the computer, the boxes and page numbers will expand automatically. Otherwise, please feel free to attach additional sheets of paper.

1. The Programme you are applying for is:

Programme	Position	Year	Programme Reference Number

2. Personal Information:

Given Name			
Surname			
Number & Street			
Town / City			
Area / State / Province			
Country		Postcode / Zip code	
	Country Code	Area Code	Local Number
Tel			
Fax			
Mobile Number			
E mail			

Date of Birth	(Day / Month / Year)	Sex (M or F)	Nationality

Please also provide proof of age with this application (e.g. copy of birth certificate or driving licence)

Occupation	
Employer / Academic Institution (if a student)	
Educational Background (degree and year)	

3. Please note any Health Restrictions and their effects on your daily life:

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4. Areas of interest and ability

Language	Fluent	Good	Fair

In the CISV programme, you will need to assist and or assume responsibility for some activities such as music, arts and crafts, games, sports, dance, discussion and swimming etc. Please list your interests and skills, which could be helpful at the programme:

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Do you have Certification: in	Yes / No	Additional Information
Life Saving		
First Aid		

5. Experience in working with people in a leadership role and as part of a team:

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6. CISV or other experience with children / youth (of similar age to the specific programme participants):

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7. Other experience in CISV, with other intercultural organisations or with other cultures:

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8. Why do you want to be staff/leader/JC?

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9. References: (2 References are required. Please give an Official CISV Reference Form to your References listed below and ask them to forward the completed forms directly to the person/address at the top of this form.)

Given Name			
Surname			
Number & Street			
Area			
Town / City			
Country		Postcode / Zip code	
	Country Code	Area Code	Local Number
Telephone Number			
Fax Number			
E mail			

Given Name			
Surname			
Number & Street			
Area			
Town / City			
Country		Postcode / Zip code	
	Country Code	Area Code	Local Number
Telephone Number			
Fax Number			
E mail			

10. Applicant – Please certify that:

I will participate in all CISV Leadership Training Sessions required by CISV. I will abide by and uphold CISV Guidelines on Behaviour and Cultural Sensitivity (Info File R-7) and will put the delegates' interests and welfare above my own while attending the programme. I understand that before serving in a staff/leadership position, I must be a member of CISV. I have no criminal convictions or history of mental illness, emotional counselling, violent behaviour, child abuse, drug/alcohol abuse, prejudice etc that would disqualify me from participation in CISV's international, cross-cultural and peace education programmes. I agree to a police record check if required by CISV. I consent to the personal data in this Application Form being used by CISV to process this application and agree that it may be shared with other people involved in organising the programmes, wherever they may be hosted. All the information on this application is correct and accurate.

Applicant's Signature	
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(Day / Month / Year)

11. CISV Certification to be signed by the CISV member responsible for staff/leader selection in the **home** NA of the applicant. Sign below if you certify that the above application, references and police checks (where possible according to national law) have been reviewed and found to be satisfactory so that the application is approved.

- For International Staff positions, a copy of this form and references (not police check) should then be forwarded to the person in the relevant Host NA or International Seminar Camp Committee responsible for staff selection. The signature tells the Host NA / SCC that the Home NA has followed the correct procedure and considers that the applicant may be selected as international staff.
- Please note that for Seminar Camp staff applicants this form must be signed (below) by your national Seminar Camp Committee Chair. *If you are the national Seminar Camp Committee Chair, this form must be signed instead by another official from your NA.*

Signature of CISV member responsible for staff selection.	
Please print name	

(Day / Month / Year)

Please understand that staff/leader selection and assignment cannot be made until all necessary documentation has been received and reviewed.

12. FOR SEMINAR CAMP ONLY

Thank you for applying for a Seminar Camp position. Your application must be received by the CISV representative listed at the top of page 1 of this form, by December 1. You will be notified by the CISV International Office (IO) of the status of your application. Should you be selected, details of Staff Training (attendance required) will also be sent to you by IO.

You will have received a list of Camps with this application. That list will give you the dates and name of the city/town where the camp will be held. Please remember that staff must be at the camp 4 days before and 2 days after the programme.

A. Please note your availability with respect to Seminar Camp dates:

I can staff a Seminar Camp beginning in:	The earliest date I am available is	The latest date I am available is
June		
July		
August		
December - January		

B. Travel Costs from your home to the Seminar Camps

Please provide below the current cost of an economy class fare (plus applicable taxes and fees) from your home to **each** of the Seminar Camps listed below by their reference numbers. Please show the cost in your country's currency or the currency quoted. **Do not forget to indicate clearly the currency using its correct three-letter abbreviation.** CISV may obtain independent estimates to verify costs. Please note that this information will be used as one factor in determining where Seminar Camp Staff are assigned and is the **maximum** that you will be reimbursed.

Reimbursement for your travel expenses will be based on this information. Remember to include estimates for every camp:

Camp	Cost + Currency (e.g. USD)	Camp	Cost + Currency (e.g. USD)
S - 01		S - 11	
S - 02		S - 12	
S - 03		S - 13	
S - 04		S - 14	
S - 05		S - 15	
S - 06		S - 16	
S - 07		S - 17	
S - 08		S - 18	
S - 09		S - 19	
S - 10		S - 20	

C. Is there any other information relevant to your availability that the committee should be aware of?

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D. Have you attended an international Seminar Camp staff training in the last three years? If yes, when was it and who was your trainer?

Year	Trainer

Translation welcome, but the only official text for this form is this English edition.

EXPLANATION FOR STAFF-LEADER APPLICATION FORM: Please see **Programme Guides** and CISV International Ltd policies on selection of persons with programme responsibility (Info File R-5 and R-6 as well as Basic Skills descriptions in M-5 through 8).

Data

The personal data provided in this form is confidential and will be kept and eventually destroyed according to the laws of the country holding the data. As noted in the form, staff/leaders and JCs must become members of CISV International. The appropriate membership form will be provided to you. CISV does not sell or exchange its membership information.

Age Requirements

Staff and JCs must be the proper age on the first day of the programme. Leaders must be the proper age on the day they leave for the programme. Specifically:

- Junior Counsellors must be 16 or 17 years old
- Interchange Junior Leaders must be at least 18 years old and a minimum of 4 years older than participants.
- All Adult Leaders and Staff must be at least 21 years old.
- At least one member of the Staff of every Village, Summer Camp, Youth Meeting and IPP must be at least 25 years old. In Seminar Camps the Camp Director must be at least 23 years old.
- Camp Staffs may have only one Junior Staff from the hosting N.A. Junior Staff must be at least 19 years old. No Junior Staff are allowed in Seminar Camps or IPPs.
- Leaders must be the sex specified by the programme invitation.
- All staff, leaders and JCs must receive appropriate orientation and leadership training.

POLICE CHECKS

Where possible according to national law, police checks are required for ALL Staff and Leaders at CISV International programmes. This includes Junior Staff / Leaders who are aged 18+. It is **not** required for JCs.

INTERNATIONAL STAFF

*Please remember to follow the proper **procedure and start the process very early as it will take some time to go through each of the steps.***

For NAs Hosting a Village, Summer Camp, Youth Meeting or IPP:

- You (host NA) must send a formal inquiry to the home NA of the person you want to invite, asking if you may invite him/her. The NA might refuse if they feel that they cannot recommend him/her as a staff or that they need the person for a programme at home. *When inviting an International Staff member, the first official communication must be between the two National Associations involved and never directly with the individual.*
- If the NA agrees, you should send an invitation to the person with a copy to the NA. The invitation should contain a blank Staff –Leader Application Form and Reference Form (or explain that they can be downloaded from <http://resources.cisv.org>) as well as a clear statement regarding the following:
 - the position (Camp Director or ordinary staff member)
 - financial obligations - traveling conditions etc.
 - Staff education/training
 - Pre- and post-camp days

For all International Staff, including Seminar Camp

- An Applicant for an international staff position for any programme must:
 - (a) Fill in a Staff-Leader Application Form and send it to **the person in his / her NA who is responsible for staff selection;**
 - (b) Ask 2 references to complete the official CISV Reference Forms and forward them directly to the person noted in point (a);
 - (c) Work with the person noted in point (a) to arrange for a police check (where possible according to national law) to be done and sent to that person for review.
- The person in the Applicant's home NA who is responsible for staff selection should:
 - review the Application Form, references and Police check;
 - If all is satisfactory and the Applicant is considered to be a suitable candidate, the responsible person should sign the CISV Certification at point 11 of the Staff-Leader Application Form; and

Forward a copy of the Application Form and the References (not the police check) to the person in the host NA or the Seminar Camp Committee who is responsible for staff selection. In this way, the home NA is agreeing that the person may be selected for an international staff position