

# Application Form - UniVol Programme

Volunteer Service Abroad - Te Tūao Tāwāhi

Applicant's Name

Application Date

DAY

MONTH

YEAR

## Instructions

Please answer all questions – enter 'N/A' if the question does not apply to you.

## Letter of Interest

As part of your application please provide a **letter of interest** outlining your motivation for applying for the VSA UniVol Programme. This letter should be 300-500 words addressing your reasons for applying, your relevant knowledge and/or practical experience, and the skills and/or attributes you will bring as a UniVol.

## Curriculum Vitae and Academic Transcript

We require a **CV** and **academic transcript** as part of this application. A copy of your (unofficial) online academic record is acceptable. 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](mailto: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

DAY MONTH YEAR

Male  Female  Self identified

## 02. Address

### Present Address

E-mail

Phone

Mobile

### Permanent Address (if different)

E-mail

Phone

## 03. Eligibility

Are you currently enrolled in the Geography, Development Studies or related discipline at either Otago, Victoria, Auckland or Massey University?

YES  NO

Are you currently studying at 300 or postgraduate level or have relevant practical experience?

YES  NO

## 04. Nationality

TO QUALIFY FOR VSA, AN APPLICANT MUST BE A NEW ZEALAND CITIZEN OR A PERMANENT RESIDENT WITH RIGHT OF REENTRY. IF YOU ARE UNSURE WHETHER YOU QUALIFY, YOU SHOULD SEEK CLARIFICATION FROM THE NZ IMMIGRATION SERVICE. REFER TO [WWW.IMMIGRATION.GOVZ.NZ](http://WWW.IMMIGRATION.GOVZ.NZ)

Country of birth

Country of citizenship

Date of arrival in New Zealand

If not of New Zealand or Australian nationality, do you have New Zealand permanent residence status?

YES  NO

## 05. Education

### SECONDARY SCHOOL EDUCATION:

School:
Subjects:
Qualifications gained:

### UNIVERSITY EDUCATION:

Name of institution	Degree	Major(s)	Level

## 06. Work Experience

PLEASE GIVE DETAILS OF YOUR WORK EXPERIENCE. YOU MAY REFER TO AN ATTACHED CV IF YOU WISH.

PRESENT OR MOST RECENT JOB/ EMPLOYMENT

Job title

Name and type of organisation / business / institution

Address of above

phone

e-mail

Dates employed

FROM

TO

Notice required

Describe the work you do, including your main duties and responsibilities.

## 07. Vulnerable Children Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve regular interactions with children (such as coaching sports teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our obligations under the Vulnerable Children Act 2014. The information requested below is necessary to assist VSA to determine your suitability to work and/or interact regularly with children, and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

Please list your work history, covering the preceding 5 years (include dates, name of employer, and position title/description):

Dates employed	Name of employer	Position title/description

Please list details of all relevant professional organisations, licensing authorities, or registration authorities you are a member of.

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## 08. Personal Statements

When and how did you first become aware of VSA's UniVol Programme?

Briefly describe your experience with cultures other than your own, including if you have travelled or lived outside of New Zealand?

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**

## 09. Health

An existing medical condition will not automatically restrict you from being a volunteer, however you must provide VSA with relevant details now as we may need to organise for you to have a preliminary phone consultation with our medical provider. (Note that if selected for an assignment, you will also be required to undergo a full medical clearance through VSA's medical provider, VSA Care, as is the standard pre-departure process for all volunteers).

Please specify below any existing health issues or concerns and any past or serious/recurring illness, major surgery, or disability (e.g. heart, respiratory ailments, cancer, back problems, diabetes, epilepsy, allergies, psychiatric or psychological illness, hearing loss, etc.) and give brief details of each.

## 10. UniVol Assignment

Are you willing to undertake a 10-month assignment? **YES**  **NO**

Are you prepared to work wherever needed? **YES**  **NO**

Are there countries you would prefer or countries where you would NOT want to work? Explain.

## 11. 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. If you are of mixed descent, you may choose any two boxes that most clearly describe the ethnic group with which you identify.

Pakeha  Maori  European  North American  Asian  South American

Other  please specify:  Decline

## 12. Additional Skills

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

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

## 13. Additional

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



## 14. Referees

Please nominate FOUR people, other than close relatives, whom VSA may ask for a reference. At least one should be a university referee, from one of your lecturers or tutors. One should be someone you worked for or were supervised by (either as a paid employee or as a volunteer). The other two should be people who know you well. Explain why you have nominated them.

NOTE: PLEASE ADVISE YOUR REFERENCE THAT THEY HAVE BEEN LISTED. ONLY ENTER DETAILS FOR PEOPLE WHO YOU ARE OK WITH US CONTACTING AT THIS STAGE.

### 1. UNIVERSITY

name  position

e-mail

daytime telephone number

When was this person your tutor/lecturer?

### 2. EMPLOYMENT (Paid or unpaid)

name  occupation

e-mail

daytime telephone number

How do they know you?

### 3. FAMILY FRIEND or TEACHER

name  occupation

e-mail

daytime telephone number

How do they know you?

### 4. FRIEND

name  occupation

e-mail

daytime telephone number

How do they know you?

## 15. Declaration

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

Name

Date

### Before sending this form, please make sure that you have:

ALL THE QUESTIONS ON THE FORM.

COMPLETED REFEREE DETAILS INCLUDING EMAIL ADDRESSES

ATTACHED YOUR CV, ACADEMIC TRANSCRIPT AND LETTER OF INTEREST

ENTERED YOUR NAME AND THE DATE

### When completed, please return this form to:

*Email:* [volunteer@vsa.org.nz](mailto:volunteer@vsa.org.nz) **OR** *Post to:* VSA, P O Box 12246, Wellington 6144

#### **Physical Address:**

Level 2

77 Thorndon Quay

Wellington

Telephone: +64 4 472 5759

Fax +64 4 472 5052

Website: [www.vsa.org.nz](http://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, selection and statistical 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.

