

Return application form to:

ALA - ijgd Berlin
Glogauer Str. 21
10999 Berlin

and E-Mail: aala@ijgd.de

Nur für ijgd-interne Bearbeitung:

- Bew. auch digital
- Kopie Reisepass / Perso
- Kopie Abschlusszeugnis



Application Form "weltwärts"

(to be completed in English)

First Name: <input type="text"/>		Family Name: <input type="text"/>	
Street: <input type="text"/>			
Postal Code: <input type="text"/>		Town/City: <input type="text"/>	
Region (Bundesland): <input type="text"/>		Country: <input type="text"/>	
Phone: <input type="text"/>		Mobile Phone: <input type="text"/>	
E-Mail: <input type="text"/>			
Skype (optional) <input type="text"/>		Age: <input type="text"/>	Sex (m/f/_): <input type="text"/>
Date of Birth: <input type="text"/>		Place of Birth: <input type="text"/>	
Nationality: <input type="text"/>		Driving Licence: <input type="radio"/> Yes, Type: <input type="text"/> <input type="radio"/> No	
Family status: <input type="text"/>		Number of children: <input type="text"/>	
If my application is successful I will participate in the following obligatory preparation seminars: (not showing up at the seminars will lead to exclusion of the program)			
<input type="checkbox"/> Cycle A (for departure in May or September) 29.02.- 04.03.2012 and 06.04.-10.04.2012		<input type="checkbox"/> Cycle B (for departure in September only) 17.05.-21.05.2012 and 20.06.-24.06.2012	
Continent of interest: <input type="checkbox"/> Africa <input type="checkbox"/> Asia <input type="checkbox"/> Latin America		Departure: <input type="checkbox"/> 01. May 2012 <input type="checkbox"/> 01. Sept 2012	
Working areas I am most interested in ¹ : (education, sports, environment, etc.) <input type="text"/> <input type="text"/>		Project Preferences: ² (you can mention up to 3 projects; please write down project code and title as stated on ijgd website e.g. ARA-02, IIWC-9...) 1. <input type="text"/>	
Working areas I am least or not interested in: <input type="text"/> <input type="text"/>		2. <input type="text"/>	
		3. <input type="text"/>	

¹ Bitte gib die Themenbereiche/ Arbeitsfelder an, für die du dich am meisten bzw. am wenigsten interessierst. Das hilft uns und dir, deine möglichen Einsatzbereiche einzuschätzen.

² Hier kannst du bis zu drei Einsatzstellen-Präferenzen angeben. Die Entscheidung über deine Eignung für eine bestimmte Einsatzstelle wird gemeinsam mit dir, ijgd und der Partnerorganisation in Afrika, Asien oder Lateinamerika getroffen.

Current Status / Occupation:

<input type="checkbox"/> Student (School) (Schüler_in)	Please specify (type of school): <input type="text"/>
<input type="checkbox"/> Student (University) (Student_in)	Please specify (subject, degree programme): <input type="text"/>
<input type="checkbox"/> Employee (Arbeitnehmer_in)	Please specify (e.g. area of work, profession): <input type="text"/>
<input type="checkbox"/> Other	Please specify: <input type="text"/>

Highest Degree (Schulabschluss, Ausbildung, Hochschulabschluss):

Languages:	English	French	Spanish	
level (1-6) 1...very basic 6...fluently spoken				
where aquired (school, university, „Volkshochschule“, abroad...)				
experience with the language (only at school, speaking with friends, stay abroad...)				
certificate available? (yes/no) (please include with the application)				

Please indicate any stay abroad longer than 4 weeks (up to 4 namings possible):

Country	Year	Duration of Stay	Purpose

Please indicate any practical experience that might be relevant for the programme (internships, volunteering, job-experience...). Please be as specific as possible! (up to 4 namings possible):

Year	Duration	With whom? (Institution/ Organisation)	What did you do? (Activities/ Tasks)

Please indicate further qualifications that you regard as relevant for your participation in the programme or the project you are interested in:

Do you have any special needs that would need to be taken into account? (allergies, dietary needs, problems of mobility, health or psychological condition, physical disability)

Yes

No

If YES please specify / explain:
(how these needs might influence your stay in the hosting country/region and your work as a volunteer)

As part of the application-procedure, we will hold a telephone interview of appr. 30 minutes with every applicant. For this purpose we would like to know your availability. Please indicate your preference of day and time. This will help us to schedule the interview. We will contact you via e-mail or phone and agree upon an interview date and time with you (you can make more than one mark).

	Monday	Tuesday	Wednesday	Thursday	Friday
10 a.m. – 2 p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 p.m. – 6 p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After 6 p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please write a „Letter of Motivation” using this page only (min. font size 10). This must be written in *English* (for Asia and anglophone Africa), *French* (for francophone Africa) or *Spanish* (for Latinamerica). Applicants with project preferences in two different language regions (e.g. English and French in Africa), must provide a letter in both languages.

The letter should contain answers to the following questions:

- Why do you want to take part in the “weltwaerts programme”?
- What is your interest in development issues?
- How can you contribute to the weltwaerts-programme: before, during and after the volunteer service?
- How can your current social and/ or political commitment be helpful to the programme?
- What is your future plan regarding your career?

- I hereby declare that everything in this form is true to my knowledge. I confirm that I have never participated in the programme “weltwaerts” before, neither with ijgd nor any other sending organisation.
- I also confirm that I have no other obligations, which might interfere with my participation in the “weltwaerts programme”.
- Furthermore, I agree that in case of acceptance to the programme my personal data is submitted to all relevant offices (e.g. Ministry of Foreign Affairs, Embassies and other relevant authorities in Germany and the hosting country) as long as my right to privacy is not violated. I agree that my contact details will be shared with other weltwärts participants of ijgd Berlin, otherwise I will inform ijgd Berlin.
- I accept the conditions of participation and agree that I will contribute to the programme by collecting donations up to the amount of €150 per month for the duration of my participation. I understand that the first rate of donations (min. €150) needs to be transferred to the bank account of ijgd within 10 days after I receive ijgd’s confirmation-letter letter via e-mail.

Place and Date

Signature of applicant
(or of parent / guardian if
under 18 years)

Bitte per Post mit einreichen (als unbeglaubigte Kopie zusammen mit diesem Bewerbungsformular)³:

Nachweis über Haupt- oder Realschulabschluss und

Nachweis über Abschluss einer Berufsausbildung (liegt derzeit noch kein Abschlusszeugnis vor, kann dieses vor Ausreise nachgereicht werden; in diesem Fall das letzte Zeugnis einreichen)

oder

Nachweis über Hochschulreife (z.B. Abiturzeugnis) (liegt derzeit noch kein Abschlusszeugnis vor, kann dieses vor Ausreise nachgereicht werden; in diesem Fall das letzte Zeugnis einreichen)

Kopie vom Reisepass (wenn noch nicht vorhanden, Kopie vom Personalausweis)

Sprachzeugnisse (z.B. Schulzeugnisse, Teilnahmebestätigungen von Sprachkursen etc.)

Ggf. Zeugnisse über Praktika, Auslandsaufenthalte, Ehrenamtliches Engagement o.Ä.

Bei Personen ohne deutsche Staatsangehörigkeit:

Polizeiliche Meldebestätigung der letzten drei Jahre

³ Die Bewerbung ist sowohl **per Post als auch per E-Mail** (im PDF-Format, nicht schreibgeschützt) an ijgd zu schicken. Sämtliche Anhänge und **Nachweise** (einfache Kopien) brauchen **nur per Post** geschickt werden – zusammen mit diesem unterschriebenen Formular. Kopien müssen nicht beglaubigt werden. Aus Umweltgründen bitte keine Mappen mitsenden.