

# Catholic Volunteers Overseas Application Form

## INSTRUCTIONS

Please complete this form if you wish to be considered for a particular volunteer assignment or project, or to be registered on the database of prospective volunteers.

You may print the form and complete it in your own handwriting, returning it by post, or you may complete it electronically and send it by email. An electronic version is preferred.

Please answer all questions or enter N/A if not applicable.

You must also supply a Curriculum Vitae summarising work history, qualifications and experience.

## Age, Family Status, and Religion

This information will only be considered where it is relevant to the particular assignment offered.

## Catholic Volunteers Overseas Privacy Statement

The information you provide in this form is covered by the Privacy Act 1993, and will only be used for Catholic Volunteers Overseas recruitment and selection purposes. All information provided will be kept secure.

<b>Assignment/Project</b>	
Are you applying for a particular assignment?	YES / NO
If YES, please state the assignment title and country:	
<b>Volunteer database</b>	
Are you applying to register your interest in being placed on our Volunteer Database?	YES / NO
What is your primary occupation/profession?	
<b>Full Name</b>	

First Names

Surname

<b>Present Address</b>
<b>Email Address</b>
<b>Telephone</b>

Private

Business

Fax

Mobile

<b>Date of Birth</b>	<b>Place of Birth</b>	<b>Male / Female</b>
<b>Nationality</b>		
If not of New Zealand nationality, do you have permanent residence status?		YES / NO
How long have you been living in New Zealand?		
<b>Passport</b>		

Number

Country

Place of Issue

Expiry Date

## FAMILY

<b>Marital Status</b>			
Are you	single	partnered	married
Name of spouse/partner			
Do they intend to accompany you on assignment?		YES / NO	
<b>Children</b>			

Do you have children? YES / NO

If so, please list names, ages, and if they are dependent or not.

**Other Dependents**

Do you have elderly parents /disabled family members who are dependent upon your support? YES / NO  
If so, please explain.

**Next of Kin** (other than partner/spouse through whom you may be contacted)

Name Relationship

Address

Phone  
Email

**Religious Affiliation**

Are you Catholic? YES / NO

If YES, what Parish / Worshipping Community do you belong to?

If NO, do you have a religious affiliation with any other faith or community? (please specify)

**EDUCATION**

Please list all your qualifications (listing most recent first):

Qualification Title	Name of Institution	Date awarded
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*If possible, please attach copies of certificates.*

**WORK EXPERIENCE**

Please give details of your work experience, listing present or most recent first (attach a separate sheet, if preferred).

**Present or most recent employment:**

**Job Title**

**Name of type organisation / business/ institution?**

**Address of above**

**Dates employed**

**May we contact this employer for a reference?** YES / NO

Name of person to be contacted:

**Description of work, including main duties and responsibilities**

**Notice required:**

Are you available for **short term** (less than 3 months) or **long term** (up to 2 years)?

**Previous Post:**

**Job Title**

**Name of type organisation / business/ institution?**

**Address of above**

**Dates employed**

**May we contact this employer for a reference?** YES / NO

Name of person to be contacted:

**Description of work, including main duties and responsibilities**

**Additional Skills**

List any other skills you have e.g. computer skills, accounting, first aid, sewing, farming, gardening, building, concreting, youth work, community work, sports coaching, child care etc.

List any languages you speak other than English, and indicate your proficiency.

Do you hold a current drivers licence? YES / NO

Do you hold a current motorcycle licence? YES / NO

**Travel and Cross-Cultural Experience**

Have you lived or worked or travelled in any countries outside of New Zealand? Please give details of where, how long for, and purpose of travel.

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

**Interests**

Are you, or have you been a member of any organisation, committee, society etc.?

**Name of the organisation:**

**Involvement:**

What sports do you, or have you played? Describe level of proficiency.

What leisure time interests you do you? Give details.

**HEALTH**

Catholic Volunteers Overseas requires applicants to have a medical examination before their assignment is confirmed.

**General Health status**

How would you describe your personal health status?      Excellent      Well      Stable      (*circle one*)

**Pre-existing conditions**

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

Are you using a treatment to successfully manage a physical condition? If so, explain briefly.

**Alcohol / Drugs**

Have you ever received treatment for a significant dependence on alcohol or drugs? If so, explain briefly.

**PERSONAL STATEMENTS**

Why do you want to volunteer your skills through Catholic Volunteers Overseas? What is your personal motivation?

Write a candid description of yourself as a person, describing what you consider your main strengths and weaknesses.
Is there anything else you think could be of relevance to this application? Please elaborate.
<p><b>Convictions</b>  <i>Please note that all successful applicants will be required to have New Zealand Police Clearance at Caritas Aotearoa New Zealand expense prior to placement.</i></p> <p>Do you have any criminal convictions, or are you awaiting sentencing? YES / NO          If YES, please give details.</p>

**REFERENCES**

<p><b>Professional Reference</b>          Please provide full contact details of TWO people who can comment on your work experience relevant to the project, e.g. your specific skills, specific expertise, time-management and initiative.</p> <p><b>1: Name:</b>  <b>Address:</b></p> <p><b>Telephone:</b> <span style="float: right;"><b>Mobile:</b></span></p> <p>Why have you nominated this person as a referee?</p> <p><b>2: Name:</b>  <b>Address:</b></p> <p><b>Telephone:</b> <span style="float: right;"><b>Mobile:</b></span></p> <p>Why have you nominated this person as a referee?</p>	
<p><b>Character Reference</b>          Please provide full contact details of a person who can comment on your personal qualities, integrity, lifestyle and your contribution to and involvement in community initiatives.</p> <p><b>Name:</b>  <b>Contact details:</b></p> <p>Why have you nominated this person as a referee?</p>	
<b>Signature</b>	<b>Date</b>

*Please return this completed form to Brother Adrian Watson, CVO Manager, by one of the following means:*

*Email: [volunteers@caritas.org.nz](mailto:volunteers@caritas.org.nz)*

*Fax: (04) 499 2519*

*Mail: PO Box 12193, Thorndon, Wellington 6144*

