

## Application form (completing written application next to motivation letter and CV)

I. PERSONAL DATA OF CANDIDATE			
<b>First name</b>		<b>Family name</b>	
<b>gender</b>		<b>Nationality</b>	
<b>Date of birth</b>		<b>Birthplace</b>	
<b>Phone (home)</b>		<b>Phone (mobile)</b>	
<b>E-mail-address</b>		<b>Skype</b>	
<b>Passport number</b>		<b>Issued by</b>	
		<b>Expiry date</b>	
<b>Current address (street, postal code, place)</b>		<b>Address as mentioned in passport (street, postal code, place)</b>	
EMERGENCY-CONTACT 1			
<b>name</b>		<b>Family name</b>	
<b>relationship</b>		<b>Address</b>	
<b>E-mail-address</b>			
<b>Telephone</b>			
EMERGENCY-CONTACT 2			
<b>name</b>		<b>Family name</b>	
<b>relationship</b>		<b>Address</b>	
<b>E-mail-address</b>			
<b>Telephone</b>			

II. PROJECT	
<b>Sending organisation</b>	
<b>Coordinating organisation</b>	Friedenskreis Halle e.V. (FKH)
<b>place of assignment (poa)</b> Please name 3 poas FKH coordinates services at where you want to volunteer at. If difficult to decide which poa in specific, please describe with some keywords how the poa should be like you want to work at (in regard to their topics and style of working)	1. 2. 3. or description: The poa where I want to work at should be ....

III. LANGUAGES				
<b>Mother langue(s)</b>				
<b>Other languages:</b>	<b>for each language: your level (a little bit, good, fluently)</b>			
	<b>Understanding</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>

**IV. FURTHER INFORMATION (NO LONG TEXTS ... KEYWORDS ONLY, PLEASE!)**

**BACKGROUND / FAMILY**

what is your social / family background like?

**KNOWLEDGE / SKILLS / EXPERIENCES**

relevant to the voluntary project in general and/or the poa you want to work at  
(= Why are you the person we are waiting for?)

**LIVING SITUATION**

**What do you expect of your living situation?**

**Please also mention what you would not like.**

(eg. Do you prefer a shared flat with other volunteers, guest family, shared flat with others or...? What kind of equipment do you expect? Where in relation to city centre/poa/FKH/... do you want to live? Is there a “no-go” e.g. pets, smokers, children, ...)

**How flexible are you regarding living situation?**

**Would it be a problem for you to have to move during your service (once, several times)?**

**MOBILITY**

**What you think about riding a bike?**

**What you think about using public transport?**

**HEALTH**

**Do you have any health problems that would affect your participation in the voluntary project?**

Volunteers have a responsibility to ensure that they are in good health, fit for travel, and have received all vaccinations appropriate for their destination

**Do you take any regular medication?**

**Do you have any allergies we should know about?**

**Other things we should know?**

(e.g. special diet, certain fears,...)

**Please remember:**

Full application should consist of

1. This application form of Friedenskreis Halle e.V.
2. CV (incl. voluntary engagement so far and showing something of your social background) – I do very much appreciate individual Cvs above Europass ;)
3. Motivation letter (s. below)
4. Comment sending organisation
5. Copy of your passport (helps a lot in the further procedure)

Please send all these documents as pdf and named according to the following structure: [first name last name]\_[name sending organisation]\_[name document] (e.g. Anja Wiegner\_FKH\_application form)

In the motivation letter (1 to 2 A4 pages), please address at least the following four questions:

- What does volunteering mean to you? Why do you want to volunteer (instead of doing a job)?
- Why do you want to volunteer in Germany/Halle? What do you expect from volunteering here (instead of another city/country)?
- What does it mean to you to volunteer with the organisation "Friedenskreis Halle"? What makes a voluntary service a learning and peace service for you?
- Choose about three places of assignments (poa) you would prefer volunteering at: Why do you want to volunteer at these poas? What makes you suited for these poas?

For information check our homepage: <https://friedenskreis-halle.de/volunteerinhalle.html>

Especially you find here the Information booklet "Welcome" and profiles of all places of assignment we coordinate a service at.