

University of Guelph – Leave for Change Applicant Form

To apply to the program, you must send this form, along with a cover letter sharing your motivation for participating in *Leave for Change* and your résumé to Amélie Sylvain (amelies@ceci.ca) by **February 25, 2019**.

Eligibility Criteria

- Be a regular full-time employee or faculty member of the University who has successfully completed their probationary period.
- Must be a Canadian citizen or a permanent resident.
- Have no criminal record. (This is a Department of Foreign Affairs, Trade and Development Canada requirement.)
- Be in good health. You must be eligible for the *Leave for Change* insurance program.
- Be able to receive the following vaccines: Hepatitis A, Hepatitis B, Malaria, Meningitis, Yellow Fever, Typhoid, and Polio (if necessary).
- Commit to a specific volunteer mandate with a partner organization in one of the Uniterra countries.
- Agree to take part in a two-day pre-departure training and half-day post trip debriefing.
- Agree to participate in post-trip University of Guelph *Leave for Change* events.
- Have enough vacation or personal leave time to participate in the program.
- Be an active University of Guelph employee at the time of the volunteer opportunity with Uniterra.
- Be able to complete the mandate before **February 2020**.

Applicant Information

Please complete the required fields in the right column of the table below.

Required Fields	Your Information
Date:	
Name:	
Current position at University of Guelph:	
Campus/Work Location:	
How long have you worked for the University of Guelph?:	
Your Home Address:	
City, Province, Postal Code:	
Telephone (Home):	

Required Fields	Your Information
Telephone (Work):	
Email (Personal):	
Email (Work):	
Do you have a valid passport? When does it expire?	
Do you have difficulties with extreme conditions (very dry, very humid, high altitude)?	
What are your availabilities (approximate dates and for how long)?	
<p>After reviewing the list of Leave for Change postings on the Uniterra website, which specific assignments appeal to you most? Please list your top three by order of preference.</p> <p>Please note: New opportunities become available frequently. If you do not see a position that currently matches your skill-set, we encourage you to apply anyways and specify skills you have (from your work, volunteer, etc., experiences) that you think would be valuable to offer to a developing country partner.</p>	

Thank you for your interest and application!

Tips for What to Include in Your Cover Letter

Please draw upon all of your skills, experience, and expertise, not just those you use on the job. You may want to consider addressing the following:

- What is your motivation for participating in Leave for Change?
- What skills do you wish to share with potential developing country partners? (Please briefly describe 1-2 previous experiences where you had to train others or transfer your skills).
- What would developing country partners gain from having you as a volunteer?
- Do you have any volunteer or outreach experience?
- During your Leave for Change Assignment, how do you foresee your working and living conditions overseas? What do you think will be the most challenging for you?

- Outline any specific professional skills, training/education, or volunteer experience you have that make you a suitable candidate for the assignments you selected or the kind of volunteer assignment you are seeking.