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.

<table>
<thead>
<tr>
<th>Required Fields</th>
<th>Your Information</th>
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<tbody>
<tr>
<td>Date:</td>
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<tr>
<td>Name:</td>
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<tr>
<td>Current position at University of Guelph:</td>
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<td>Campus/Work Location:</td>
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<td>How long have you worked for the University of Guelph?:</td>
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<tr>
<td>Your Home Address:</td>
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<tr>
<td>City, Province, Postal Code:</td>
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<tr>
<td>Telephone (Home):</td>
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### Required Fields | Your Information
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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)? |  

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.

**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.

### 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 were 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.