

Congratulations on deciding to apply for a placement with Lattitude Global Volunteering – it's the first step on an amazing journey! Before you complete the application form, read through this guide.

We want to know as much as possible about you, your interests, your skills and what you want to learn and achieve through this programme. The more you tell us, the more we will get to know you and be able to ensure we find the right placement for you.

Download the PDF form to your computer, then complete the fields. Remember to save as you go! Take into consideration that it will be read by Lattitude staff, interviewers and placement hosts. Be honest but also try and think how you best present yourself. Once you've had a go at filling it in, ask someone else to read through and get their feedback. Don't forget to spellcheck!

Our first round of nationwide interviews take place in May and June 2017 for 2018 applicants. If we receive your application after our allocated interview dates in your region, you may be interviewed via Skype rather than in person.

## PERSONAL DETAILS

Complete your own details and tell us what name to call you. Consider which e-mail address is best for us to reach you on. If you're about to leave school or college, use your personal e-mail rather than one linked to your school or college.

### Emergency contacts

Please let us know of two people who will be your contacts at home. Usually these are family members or one family member and someone else close to you. The First Emergency Contact will be copied in on some things as we help you prepare to go overseas and will be the person we will first contact if anything happens when you're overseas.

### Additional Needs

These things don't impact on your application but help us to know whether you might need specific food or if we need to make any specific preparations for you. While this may restrict some placement choices, there are many placements, so don't worry! If you tick Yes, a Lattitude staff member will talk this through further with you.

### Medical History

Although you will complete a medical questionnaire during the interview and have a full medical before you're 'signed off' by the Lattitude Medical Adviser, it helps us to know at this stage whether we need to consider any medical issues during the placement matching process. This doesn't impact on your application or interview but could restrict your placement choices. It's important to declare everything though so that we look at the best possible options for you. If you tick Yes, a Lattitude staff member will talk this through further with you.

### Criminal History

You will complete a police check later in the process but we ask this now to see whether there might be any restrictions. For example, you may not be able to obtain a visa for some countries if you have a criminal record. If you tick Yes, a Lattitude staff member will talk this through further with you.

## PLACEMENT YEAR AND CHOICES

Choose four options (in order of preference). Make sure you've read the information online and asked Lattitude staff or former volunteers any questions. We'll talk through these with you at the interview in depth, and you can always change your mind later if you're not sure! We need to know which countries, which roles, which months/year, and which duration you prefer.

DESTINATION COUNTRY	MIN. AGE	ROLES AVAILABLE	DEPARTS (APPROX.)	DURATION (MONTHS)
ARGENTINA	18	Schools Assistant	Mar or Aug	4 or 9
	18	English Tutor	Mar or Aug	4 or 9
	18	Community Worker	Mar or Aug	4 or 9
AUSTRALIA	18	Schools Assistant	Jan or July	6 or 12
CANADA	18	Schools Assistant	Jan	12
	17	Outdoor Instructor	Jan, Mar or Apr	6 - 10
CHINA	17	English Tutor	Feb or Sept	6
ECUADOR	17	Schools Assistant	Feb or Aug	6
	17	English Tutor	Feb or Aug	6
	17	Community Worker	Feb or Aug	6
Fiji	17	Teacher	Feb or July	6
GHANA	17	Teacher	Feb or Aug	6 - 12
	17	Community Worker	Feb or Aug	6 - 12
JAPAN	18	Community	March or Sept	6
MALAWI	17	Teacher	Jan	6
	17	Community Worker	Jan	6
POLAND	17	English Tutor	Feb or Sept	5 or 12
	17	Schools Assistant	Feb or Sept	5 or 12
SPAIN	17	English Tutor	Jan or Sept	5 or 12
UK/IRELAND	17	Schools Assistant	Jan	12
	17	Outdoor Instructor	Jan, Feb or Mar	6 - 12
	17	Community	Jan, Feb or Mar	6 - 12

## ABOUT YOU

### Interests and hobbies

Tell us what you like doing in your spare time and try to think how this might be relevant to a placement. This will help us get to know you a bit better and figure out who you might be best placed with and which placements could make best use of your skills and interests. Maybe your interests and hobbies are in this list and include any others:

Music	Languages	Art	Drawing/Painting
Photography	Performing Arts	Reading	App/Web design
Computer Games	Computers	Electronics	Coding
Science & Tech	Design	Crafts	Fashion
Cars	Dance	Singing	Museums
Film	Musical Instruments	Motorbiking	Surfing
Skateboarding	Cycling	Martial Arts	Running
Walking	Rugby	Mountain Biking	Tennis
Soccer	Football	Basketball	Hockey
Netball	Cricket	Canoeing	Climbing
Rafting	Sailing	Equestrian	Skiing
Camping	Athletics	Graphic Design	Outdoor Activities

### Volunteering or involvement in community activities

We'd like to know what experience you've already had in your own community and especially any experience working with young people. Use this list but also think of anything else you've done.

Refereeing	Current Affairs	Coaching sport - specify which
Mentoring	Environmental Issues	Sporting groups - specify which
Fundraising	Animals	Youth groups - specify which
Charity Work	Childcare	Community groups - specify which

### Paid work experience

Tell us about any paid work you've done which may include a Saturday job, part time work, or any ad hoc work you've done. What were your responsibilities?

### Why do you want to volunteer & what would you like to gain from the experience?

Tell us what made you decide to apply for this program. What are your main goals and motivations? What experiences are you hoping for? How do you want to contribute? Tell us what specific things you'd like to learn or how you'd like to develop through this experience? These might include specific skills, knowledge or understanding you'd like to gain or how you might change as a person.

## REFEREE DETAILS

Choose two people to be your referees. If you're at school or college, one should be a teacher who knows you well. The other could be an employer or a sports coach, as long as they have known you for at least six months and are not a family friend or relative. We will contact them by e-mail and ask them to complete a reference for you. The reference asks about teamwork, self-awareness, adaptability, commitment, communication skills and cross-cultural awareness.

## HOW DID YOU HEAR ABOUT US?

Please select any that apply to help us understand how applicants hear about Lattitude.

School talk	Website	Careers Expo	Word of Mouth
Information Evening	Facebook	Careers Adviser	Other (please specify)

## DECLARATION

Please print and sign the declaration and if you're currently under 18, ask a parent or guardian to sign it too. Once its done, scan it and e-mail it to us at [info@lattitude.org.nz](mailto:info@lattitude.org.nz).

We prefer it emailed but you can also post it to Lattitude Global Volunteering, P.O. Box 1210, Palmerston North.

You'll also need to pay the \$150 application fee. Payment can be made by cheque or internet banking for \$150 (please DO NOT send cash), payable to Lattitude Global Volunteering. This is your application fee and is non-refundable. A receipt will be forwarded to you upon receipt of your application. If paying by internet please be sure to include your full name as a reference so we can reconcile your payment.

Account Details: Westpac Bank: 03 0726 0869987 00

We'll let you know we've received your application and what happens next

Once your COMPLETE application has been received you will be invited to attend an interview. Our first round of nationwide interviews take place in May and June 2017 for 2018 applicants. If you live in a more remote area, you will be requested to travel to the nearest interview centre. If this is not possible you may in some circumstances be permitted to be interviewed via Skype.

If we receive your application after our allocated interview dates in your region, you may be interviewed via Skype rather than in person.

If you have any questions please do not hesitate to contact us on 0800 528 848, send us a message on Facebook (Lattitude NZ) or email us at: [info@lattitude.org.nz](mailto:info@lattitude.org.nz).

[CLICK HERE TO DOWNLOAD APPLICATION FORM](#)