

Application papers for voluntary services in Germany

+ Your application papers +

When filling out the application form, please fill out only the following papers:

1. Cover picture and Personal (see below for additional information)
2. Personal Detail
3. Family Detail Information
4. Travel Preference
5. Health Certificate (both parts completely filled out in English by a doctor with signature from doctor and candidate)
6. Authorization Form

Please include in your application:

1. Curriculum Vitae in English or German
2. Personal Statement: letter to your project (see below for additional information)
3. Personal pictures (see below for additional information)
4. Community Project Information (see below for additional information)
5. Certificate or enrollment from the German course

We are looking forward to receiving your application!

Débora, Kathrin, and Mira-Kristin from AFS Germany



+ Your personal statement +

Address your personal statement to your future project; minimum of 300 words. If at all possible, please write your personal statement **in German**. Your efforts will be highly appreciated by your project.

Guiding questions for your personal statement could be:

- What personal fun fact about you would you like to share with your project? (e.g. your hobby or special interest etc.)
- What contributions do you expect to make to your project?
- What specific skills to you bring and what do you hope to gain personally and professionally?
- Describe your volunteer and work experience. What aspects were satisfying? Why did you choose to be active in this field?
- If applicable, please summarize your overseas experience and what you learnt from the experience.

You are free to write about other aspects as well.

+ Personal Pictures +

This is how a good cover picture looks like:



Full front, smiling, good quality picture with neutral background

This is how a cover picture should not look like:



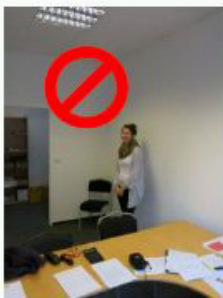
No sun glasses, hats, headphones ((except for religious reasons)



No scarfs or other paraphernalie covering the face (except for religious reasons)



No selfie



No picture from far behind, blurred or with bad quality



No group pictures



No cut-out where other people are still partially visible

Please note that your **additional personal pictures** are being forwarded to your future project. You might like to select pictures that show your family, friends, hobbies, home, etc. Please *do not* select pictures that show you in a beach/pool setting being scarcely clad, drinking alcohol, or smoking.

+ Community project preferences +

Please rank the following sectors in your preferential order of interest from 1 to 10 (being 1 your favorite option) and send us a copy of this page together with your application:

Environmental conservation (projects are mostly located in rural areas)

Your ranking: _____

Office work: assistance in the non-profit sector (German level B2 required)

Your ranking: _____

Public health: serving the elderly

Your ranking: _____

Public health: serving the mentally disabled (German level B1 required)

Your ranking: _____

Public health: serving the physically disabled

Your ranking: _____

Public health: ambulance driving services and traffic safety (driving license required)

Your ranking: _____

Education: kindergarden

Your ranking: _____

Education: school / boarding school

Your ranking: _____

Tourism: assistance in youth hostels

Your ranking: _____

Culture: assistance in social service and seminar centers

Your ranking: _____

Describe the reason for your numerical ranking above. How do the top choices relate with your current interest and goals? If you cannot work in any of the projects above, please indicate which one and why.



Candidate Application

ATTACH PHOTO HERE

(Ms.)(Mr.) First name Middle name Last name Birthdate: day/month(spell word)/year

Home city Home state/province Home country AFS sending organization

For office use only

AFS ID# Program applying for



1 Basic Personal Information

FOR OFFICE USE

AFS ID#

1 CANDIDATE'S LEGAL NAME

(Ms.)(Mr.) First name _____ Middle name _____ Last name _____ Preferred name/nickname _____

2 ADDRESS FOR MAILING PURPOSES

Street/P.O. Box _____ Zip/Postal Code _____

City & State/Province _____ Country _____

Telephone _____ Email address _____

Fax _____ Birthdate: day ___ month (spell word) _____ year _____

3 FOR VISA PURPOSES

City of Birth _____ Country of Birth _____

Country of Citizenship _____ Country of Legal Residence _____

Passport Number (if known) _____ Passport Issue Date _____

Place/Office of Passport Issue _____ Passport Expiration Date _____

4 INFORMATION ABOUT THE PEOPLE WITH WHOM I LIVE

I live with: Father Mother Stepfather Stepmother Guardian Other than Parent

Who is your custodial parent? Please circle. (If more than one, circle both).

For Adult Programs - Additional options: Spouse Independent Other _____

5 INFORMATION ABOUT PARENT(S)/GUARDIAN(S) WITH WHOM I LIVE

Father/Stepfather/Guardian

Legal name: First Name _____ Last Name _____ Business and/or Mobile Phone _____

Year of Birth _____ Country of Birth _____ Occupation _____ Employer _____ Email _____

Mother/Stepmother/Guardian

Legal name: First Name _____ Last Name _____ Business and/or Mobile Phone _____

Year of Birth _____ Country of Birth _____ Occupation _____ Employer _____ Email _____

6 CONTACT DETAILS OF ANY NATURAL PARENT WITH WHOM I DO NOT LIVE

Legal name: First Name _____ Last Name _____ Business and/or Mobile Phone _____

Year of Birth _____ Country of Birth _____ Occupation _____ Employer _____ Email _____

7 EMERGENCY CONTACT

If your Parent/Guardian cannot be reached, please indicate someone else in your community whom we can contact:

First Name _____ Last Name _____ Relationship _____ Telephone Numbers (home, work, mobile) _____

8 NAMES AND BIRTHDATES OF BROTHERS AND SISTERS

9 AFS CONNECTIONS

Has your family: (If yes, please describe who, the relationship, where and when.)

Hosted on AFS? Yes No _____

Participated on an AFS program? Yes No _____

Any close friends or relatives living abroad? Yes No _____

Have you participated in any other exchange program, traveled abroad or lived in another country? Please provide details. _____



1 CANDIDATE NAME

(Ms.) (Mr.) First name Middle name Last name Home country

2 MEDICAL REQUIREMENTS AND HEALTH RESTRICTIONS

Do you have physical restrictions, impairments or allergies that will limit placement options or participation in everyday family and/or school activities? Yes No If yes, please explain:

Please check the appropriate boxes if you CANNOT live with: **Cats** Indoors? Outdoors? **Dogs** Indoors? Outdoors? **Other pets** Indoors? Outdoors? If you checked boxes for other pets, please explain: _____

3 DIETARY REQUIREMENTS

Do you have dietary restrictions, including for medical, religious or self-imposed reasons? Yes No

If yes, please explain: _____

If you are a vegetarian, are you willing to eat: Fish Poultry Dairy products

4 RELIGION

What is your religious affiliation, if any? (Optional) _____

How often do you participate in structured religious services? Weekly Monthly Occasionally Never

Bearing in mind that it is likely your host family will have different religious affiliation, how strongly do you feel about having access to structured religious services of your own faith? Required Not necessary

5 SMOKING

Do you smoke cigarettes? Yes No

In some cultures it is more difficult to find placements for cigarette smokers. Given this, smokers should please choose one of the following: I will smoke in my host family's house. I will not smoke in my host family's house.

6 INTERESTS AND ACTIVITIES

Identify your major interests and activities, and indicate how often you pursue them.

7 LANGUAGES

Native language _____

Language proficiency (for languages other than your native language):

Language _____ Years studied _____ Speaking ability: Poor Fair Good Excellent

Language _____ Years studied _____ Speaking ability: Poor Fair Good Excellent

Language _____ Years studied _____ Speaking ability: Poor Fair Good Excellent

8 COMPLETED EDUCATION

For Secondary School Programs: Please list the month and year in which you will complete your secondary studies: Month _____ Year _____

For Adult Programs: Please indicate the highest level of completed education: _____

DISCLAIMER

I understand that host countries may not be able to accommodate the restrictions or requirements indicated in the completed application and that acceptance on the AFS program is not a guarantee that these preferences can be honored.

Candidate Signature Date

Parent/Guardian Signature Date

(Parent/Guardian signature is required for all secondary school programs and candidates not of legal age in country of residence.)



3a Health Certificate

FOR OFFICE USE

AFS ID# _____

To be completed and signed by the candidate's physician. The physician should not be related to the candidate. Each question must be answered with a detailed explanation included or attached in a separate report for "YES" responses to questions 3-9, 11-13. AFS reserves the right to ask for further information and determine if the candidate meets the program medical qualifications. The candidate and parent/guardian must also sign.

(Ms.) (Mr.) Candidate Name (First/Middle/Last) Home Country Birthdate

- 1** Height _____ Weight _____ B/P _____ Pulse _____ Respiration _____
- 2** Do you note any abnormalities concerning height, weight (including substantial loss or gain in the past six months), blood pressure, pulse or respiration? Yes No If yes, explain _____
- _____

3 CHECK YES OR NO. HAS THE CANDIDATE HAD THE DISEASES / CONDITIONS LISTED BELOW:

	YES	NO	IF KNOWN:		YES	NO
a) Measles	<input type="checkbox"/>	<input type="checkbox"/>	Titer: _____ Date: _____	h) Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>
b) Mumps	<input type="checkbox"/>	<input type="checkbox"/>	Titer: _____ Date: _____	i) Cough (persistent, recurring)	<input type="checkbox"/>	<input type="checkbox"/>
c) Rubella	<input type="checkbox"/>	<input type="checkbox"/>	Titer: _____ Date: _____	j) Headaches (persistent, recurring)	<input type="checkbox"/>	<input type="checkbox"/>
d) Chicken Pox	<input type="checkbox"/>	<input type="checkbox"/>		k) Sleepwalking	<input type="checkbox"/>	<input type="checkbox"/>
e) Poliomyelitis	<input type="checkbox"/>	<input type="checkbox"/>		l) Enuresis	<input type="checkbox"/>	<input type="checkbox"/>
f) Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>		m) Appendicitis	<input type="checkbox"/>	<input type="checkbox"/>
g) Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>		n) Parasites (internal)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, give detailed information and dates (use extra pages if necessary): _____

4 ACNE Yes No If yes, identify area, severity, any medication taken, name, dosage & frequency: _____

5 ALLERGIES Yes No If yes, identify type, any medication taken, name dosage & frequency: _____

6 ASTHMA Yes No If yes, identify type, severity, any medication taken, name, dosage & frequency: _____

7 DIABETES Yes No If yes, identify type, severity, any medication taken, name, dosage & frequency: _____

8 SEIZURE DISORDER Yes No If yes, identify type, severity, any medication taken, name, dosage & frequency: _____

9 HAS THE CANDIDATE EVER HAD ANY DISEASE, IMPAIRMENT OR ABNORMALITY OF:

	YES	NO		YES	NO
a) Abdominal organs, digestive system	<input type="checkbox"/>	<input type="checkbox"/>	e) Heart blood vessels	<input type="checkbox"/>	<input type="checkbox"/>
b) Lungs, respiratory system	<input type="checkbox"/>	<input type="checkbox"/>	f) Tonsils nose or throat	<input type="checkbox"/>	<input type="checkbox"/>
c) Bones, joints, locomotor system	<input type="checkbox"/>	<input type="checkbox"/>	g) Blood, endocrine system	<input type="checkbox"/>	<input type="checkbox"/>
d) Genito-urinary system	<input type="checkbox"/>	<input type="checkbox"/>	h) Eyes/vision, ear/hearing	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please explain (use extra pages, if necessary) _____

10 HAS THE CANDIDATE BEEN HOSPITALIZED?

Yes No If yes, give dates, diagnosis and outcome for each incident. _____



Candidate Name (First/Middle/Last) _____ Home Country _____

11 Is the candidate currently taking medication or injections (other than those mentioned previously)? Yes No
If yes, identify the medication, reason for usage, dosage and frequency: _____

12 Has the candidate EVER consulted a neurologist, psychologist or any other specialist for a nervous, emotional or eating disorder? Yes No

13 Is there a history of, or present evidence of, an emotional, nervous or eating disorder? Yes No
If yes to either (12 or 13), a FULL report by the specialist and a statement by the candidate about the illness or specific problem must be attached in a sealed envelope. Note: Placement in a foreign host family, school and community requires adjustment which often involves emotional stress. It will not be a time for relaxation or temporary relief from any current therapy. If the candidate is experiencing current emotional, physical, personal or family difficulties, these difficulties can be severely exacerbated by the adjustment demands of the AFS program. Therefore, you are requested to evaluate carefully the candidate's current or previous condition and treatment along with his or her ability to manage potential adjustment anxieties and stress in a foreign environment.

14 Are there any health limitations or restrictions on the candidate's activities and / or sports participation or any medical information which should be considered for a home/school placement? Yes No If yes, please describe: _____

15 Does the candidate wear glasses or contact lenses? Yes No

16 What was the date of the candidate's last dental check up? _____
Does the candidate wear dental braces? Yes No
If yes, will orthodontic care be needed while on the program? Yes No Frequency? _____

17 CANDIDATE HAS HAD THE FOLLOWING IMMUNIZATIONS, PLEASE SPECIFY EXACT DAY, MONTH AND YEAR:

	YES	DAY/MO/YR	DAY/MO/YR	DAY/MO/YR	DAY/MO/YR	DAY/MO/YR
Measles	<input type="checkbox"/>	_____	_____	_____	_____	_____
Mumps	<input type="checkbox"/>	_____	_____	_____	_____	_____
Rubella	<input type="checkbox"/>	_____	_____	_____	_____	_____
Diphtheria	<input type="checkbox"/>	_____	_____	_____	_____	_____
Pertussis	<input type="checkbox"/>	_____	_____	_____	_____	_____
Tetanus	<input type="checkbox"/>	_____	_____	_____	_____	_____
Poliomyelitis	<input type="checkbox"/>	_____	_____	_____	_____	_____
BCG	<input type="checkbox"/>	_____	_____	_____	_____	_____
Hepatitis B	<input type="checkbox"/>	_____	_____	_____	_____	_____
Other	<input type="checkbox"/>	_____	_____	_____	_____	_____

TB Test Which type (circle one) Mantoux or Tine Date:_____ Result (+/-)
If positive, was chest x-ray done? Yes No Date:_____ Result (+/-)

I, the undersigned, certify that a thorough physical examination of the candidate has been given and all important recent medical information has been included on Form 3A and 3B, that nothing relevant has been omitted, and that the candidate is able to travel. I understand that the omission of any information could be harmful to the candidate's health care and could result in early termination from the AFS program.

Physician Name and Degree _____ Signature _____

Address _____ Date _____

Your signature below attests that you understand and accept the AFS Medical Policies as stated on the Participation Agreement, that the information on Form 3A and 3B is correct and complete and that inaccurate or incomplete information could be harmful to the candidate's health care and could result in early termination from the AFS program.

Candidate Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____



Community Project Information

Information about the following factors will be helpful in determining your community project

1 Please explain your main purpose and motivation for participating in the Community Service Program ?

2 Community project preferences: (please rank the following sectors in your preferential order of interest)

- Education & social work (schools: teacher's assistance, kindergartens, youth clubs etc.)
- Environment (ecological farms, national parks and information centers)
- Healthcare (supporting disabled adults or children in daily and work life)
- Culture (arts, music, theatre, events etc.)

3 Describe the reason for your numerical ranking above. How do the top choices relate with your current interest and goals? If you cannot work in any of the projects above, please indicate which one and why.

4 What specific skills will you bring and what do you hope to gain personally and professionally?

5 What kind of tasks are you expecting to do, for example do you like to work physically, like to organize, be creative, etc ? Is it important for you to work with a certain target group? Are you interested to get a deeper insight in a new working field, or do you want to contribute skills that you have gained before?

6 Which types of environments (work or personal) do you work best in? Which types of environments (work or personal) are difficult for you? For example, do you work best with others in a team environment or by yourself with maybe one or two other people? Do you like a lot of supervision or minimal supervision? Do you like knowing what you will do each day or do you think it's exciting to find out each morning at work?

7 Describe your volunteer and work experiences.

8 If applicable, summarize your overseas experience and what you learned from the experience.

9 Many placements are in less developed areas. How do you feel about working in this environment?

10 Living situations vary from a peer setting, a residential placement or a host family. Are you comfortable with all these possibilities? If no, please explain which situation and why.

11 What kind of expectation do you have from your host country? Do you have any preferences? Why?



Name of participant Date

AFS Program of participation

PERMISSION TO USE PHOTOGRAPHS AND VIDEO FOOTAGE

I understand that photographs and film and video footage (the "images") of current and former participants are occasionally used by AFS in promotional materials. By signing this Agreement, I grant to AFS the right to use, publish and/or reproduce for any lawful and legitimate purpose excerpts from interviews and letters, images and audio recordings and any other still or moving images of me taken during my involvement with AFS and to use my name in this connection. I understand that if I do not wish my images to be so used, I must mark the following box and initial the space beside it. By leaving this box blank, I understand that I will be deemed to have consented to such use.

Initial here if you DO NOT give permission for AFS to use such letters, images & audio recordings of yourself.

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

Should any medical emergency arise, if time permits, AFS will communicate with the person(s) I have designated below as the emergency contact(s) through the National Office and request permission for surgery or other necessary treatment; however, if in the sole judgment of AFS, time and circumstances do not permit communication with them, I authorize AFS to consent to medical treatment, the administration of x-ray examination, anesthetics, blood transfusion, medical or surgical diagnosis or treatment and hospital care and to make medical evacuation arrangements and transport, if required, which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon.

I am aware that some local government may require certain vaccinations in order for myself to participate in community responsibilities. I understand that I am responsible for any costs related to these requirements.

AUTHORIZATION FOR RELEASE OF MEDICAL TREATMENT

I hereby authorize AFS, and/or its duly authorized medical consultant, to obtain all medical records relating to examinations or treatments for me while I am on the program and any other information concerning such examinations or treatments..

AGREED AND ACCEPTED:

Signature of participant

Name of emergency contact Relationship

Work phone Home phone

Address