

## Notes on the application documents for a voluntary service

### Curriculum vitae (CV)

Please prepare a CV of yourself, which we can forward directly to the selected partner organization(s). This should be written in English [in German, if possible]. Please send the CV as a pdf with the file name "CV [your name]".

The CV should contain at least the following information:

- name
- date of birth
- email address
- current status (pupil/student/apprentice/employee/job seeker, etc.)
- previous educational background
- practical experience/commitment
- language skills
- other skills
- special support needs/restrictions

As we will present your CV to several organizations abroad (by email) during the application process, we would like to ask you, for data protection reasons, not to include a postal address or a photo.

### Letter of motivation

Please explain your motivation for the voluntary service on approximately one A4 page. This should also be in English (German, if possible), as we will also forward this document to the partner organization(s).

Please send us the letter of motivation as a pdf with the file name "Motivation [your name]".

The text should cover the following points:

- Your general motivation for volunteering: why do you want to volunteer and why are you applying to the Friedenskreis Halle e.V.?
- Your interest in the respective area(s) of work: What can you contribute to your voluntary service?
- Your interest in the chosen country/region/partner organization: In which fields of work would you like to work during your voluntary service and why? Which not and why not?
- Your own potential contribution to the work of the partner organization: What skills and interests do you bring to the chosen partner organization?
- Your personality (e.g. strengths, interests, values, role of people): What makes you special and how can and do you want to contribute and develop during your volunteer year?
- Your values: The Friedenskreis Halle e.V. offers voluntary services as learning services. The Peace Circle has developed a mission statement for this purpose. How and why can you identify with participating in a learning service and what thoughts have you had on our mission statement?

## **Letter of reference**

If you have the opportunity, please submit a letter of reference in in English. If your reference person does not speak the respective foreign language, you can also translate the letter yourself. In this case, please submit both versions of the reference letter.

Reference persons are people who are able and willing to provide information about you and your personality if required. These people should know you from previous practical activities, e.g. employees of associations, initiatives, churches, teachers or superiors. They should not be family members or friends.

## **Application form**

Please send a completed application form. We can use this information to get a better picture of you, your interests and skills and find a suitable placement for you in one of our partner organizations.

You can take note of the relevant information on data protection in the application form itself.

## **Please share your**

- application form
- letter of motivation
- curriculum vitae
- and reference(s) if applicable

as corresponding attachments in an email to your sending organization in your home country.

Please send your personal application documents, as mentioned, in pdf with the corresponding file name, the application form as xlsx (=Excel file), also with the corresponding file name.

Please attach as well

- a copy of your passport (if on hand; otherwise latest by signing contract)
- a copy of your certificate of good conduct (if on hand; otherwise latest by signing contract)
- a copy of your vaccination card (if on hand; otherwise latest by signing contract)

with the corresponding file name.

Your sending organization and Friedenskreis Halle e.V. as your german host organization will agree on your application and provide an interview.

Successfully passing the first interview will mean that you will be invited for another interview with colleagues of the place of assignment we introduced your application to.

## **We look forward to you and your application!**

Your team of the Friedenskreis Halle e.V.