

COMMUNITY COORDINATOR APPLICATION FORM

1. PERSONAL DETAILS

FIRST NAME(S) _____

LAST NAME _____

ADDRESS _____

TOWN/SUBURB _____ POSTCODE _____

STATE/ REGION _____ COUNTRY _____

HOME PHONE _____ WORK PHONE _____

MOBILE PHONE _____ EMAIL _____

DATE OF BIRTH _____ COUNTRY OF BIRTH _____

NATIONALITY/CITIZENSHIP _____

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE YES NO

2. SKILLS/ABILITIES/EXPERIENCE

DRIVER'S LICENCE YES NO

ACCESS TO A CAR YES NO

OVERSEAS TRAVEL YES NO

If YES please give details of countries length of stay and reason (holiday/business/employment)

A LANGUAGE OTHER ENGLISH YES NO

Which one (s): _____

If YES how fluent are you?

Beginner Intermediate Advanced native speaker

WHAT ARE YOUR INTERESTS AND HOBBIES?

PLEASE PROVIDE DETAILS, IF ANY, OF YOUR INVOLVEMENT/MEMBERSHIP OR WORK FOR EDUCATIONAL, COMMUNITY OR CHARITABLE ORGANISATIONS

3. INVOLVEMENT WITH STUDENT EXCHANGE

HAVE YOU BEEN ON A STUDENT EXCHANGE PROGRAM? YES NO

If YES please provide details of when you went, length of exchange , host country and exchange organisation

HAVE YOU EVER HOSTED AN EXCHANGE STUDENT? YES NO

If YES please provide details of when you hosted, the nationality of the student(s) and the organisation(s) for whom you hosted

4. EMPLOYMENT

CURRENT EMPLOYMENT

PREVIOUS EMPLOYMENT

WHY WOULD YOU LIKE TO WORK FOR YFU STUDENT EXCHANGE

What skills/ abilities or experience do you believe would assist you in being a coordinator for YFU Student Exchange?

Please provide the names of at least two referees who are not family members

If you wish you may attach a copy of your current resume

HOW DID YOU HEAR ABOUT YFU?

- Facebook YFU website Google Search friend/family volunteering website
- YFU alumni

5. TASKS

- Recruiting host families
- Interviewing host families and outbound students
- supporting exchange students and their host families
- conducting information sessions/evenings and promoting YFU programs in your local area
- airport duty
- public relations- promoting YFU programs—adverts in school newsletters and other community publications
- assisting with student orientations inbound and outbound student orientations

YFU will reimburse reasonable telephone and local travel expenses and other incidental expenses as set out on our volunteer expense claim. Reimbursement Lengthy travel must be approved by the National Director prior to travel unless an emergency.

Working with Children Check

Every co-ordinator must have a valid working with Children Check according to their local legislation. Please attach a copy of your current working with children check or your application to receive such a check. If you do not have a Working with Children or Police Check , please contact the National Office for advice on obtaining a check