**R&R International AISBL**

**Application Form for Volunteer Assistants Lebanon**

This is the form to apply for a position as International Volunteer Assistant at the R&R Peace Centre in Bkarzla, Lebanon, as advertised on our website [www.reliefandreonciliation.org](http://www.reliefandreonciliation.org). If you wish to submit a proposal for a short-term project, please use the Project Proposal form.

Three steps are necessary to submit an application:

1. Please answer all the questions by filling out the appropriate boxes, as indicated in the italic text above each of them
2. Sign the consent form, make a scan of the signed form and save the file under the format “YYMMDD Name FirstName” (date in reverse order).
3. Send the application form together with a short CV (resume) by the indicated deadline to [contact@reliefandreconciliation.org](mailto:contact@reliefandreconciliation.org).

The following deadlines apply to the four terms of volunteer assistants throughout the year:

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| --- | --- | --- | --- |
| **Winter Term** | **Spring Term** | **Summer Term** | **Autumn Term** |
| Period: **1 Jan – 31 Mar** | Period: **1 Apr – 30 Jun** | Period: **1 Jul – 30 Sep** | Period: **1 Oct – 31 Dec** |
| Deadline for applications:  30 September | Deadline for applications:  31 December | Deadline for applications:  31 March | Deadline for applications:  30 June |
| Selection by 15 November | Selection by 15 February | Selection by 15 May | Selection by 15 August |

1. **PERSONAL INFORMATION**

***Please use this drop down menu to indicate for which position and term you are applying:***

|  |  |
| --- | --- |
| Choose an item. | Choose an item. |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Full Name:*** |  | | |
| ***Date of Birth:*** |  | ***Gender (M/F/X):*** |  |
| ***Nationalities:*** |  | | |
| ***Full Address:*** |  | | |
| ***Phone No.*** |  | | |
| ***Email:*** |  | | |

1. **CONSENT DATA PROCESSING**

*As organisation, we need to collect and hold data about you to enable us to process your application. The EU’s General Data Protection Regulation (GDPR) places a further (and new) obligation on our organisation to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it. We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.*

***The specific data we wish to obtain and hold is as follows:***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of data** | **Why we wish to hold it** | **How long it will be kept for** |
| **1** | **Personal data**  Name, gender, address, nationalities, etc., as specified in this application form | This will enable us to comply with the law and maintain correct records. | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months or if a job offer is made and a more comprehensive GDPR consent form will be issued. |
| **2** | **Recruitment data (CV)**  Previous employers, types of job held at other companies, skills and qualifications obtained | This will allow us to make a decision on your suitability for volunteering with us. | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months or if a job offer is made and a more comprehensive GDPR consent form will be issued. |
| **3** | **Opinion data**  Your opinion on topics relevant to our work, as specified in this application form | This will allow us to make a decision on your suitability for volunteering with us. | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months or if a job offer is made and a more comprehensive GDPR consent form will be issued. |

**Agreement to use my data**

I hereby freely give Relief & Reconciliation International AISBL consent to use and process my personal data relating to my volunteer application, as specified in this application form.

**In giving my consent, I understand that:**

- I can ask to see this data to check its accuracy at any time via a subject access request.

- I can ask for a copy of the personal data held about me at any time, free of charge.

- I can request that data that is no longer required to be held can be removed from my file.

- My data will be destroyed after 6 months if I am unsuccessful with my application.

- The Data Controller for Relief & Reconciliation International AISBL is Mr Friedrich Bokern and I can contact him directly if I have any questions or concerns: friedrich [at] reliefandreconciliation.org.

- I can make a complaint to the government body in charge (Autorité de protection des données, Drukpersstraat 35, 1000 Brussels, Belgium, or online at [dataprotectionauthority.be](https://www.dataprotectionauthority.be/)) if I am dissatisfied with how Relief & Reconciliation International AISBL uses my data.

First name and name: …………………………………………………………………………………………………………………..

Date and signature: ………………………………………………………………………………………………………………………

1. **PREVIOUS EXPERIENCE**

*Please note: we do not require volunteers to have extensive prior experience but we do request at least a certain level of Arabic language skills and some interest and commitment for the position you want to fill. Please answer these questions with a maximum of 100 words each.*

***Please describe your strong points as a person.***

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***Please describe your previous relevant experience regarding the position you apply for.***

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***Please describe your language skills for spoken/written Arabic and other languages.***

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***Have you ever lived in Syria or another Arab country before? Or elsewhere abroad?***

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***Have you ever lived/worked in a conflict zone before or in a zone of tension?***

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***Do you have artistic capabilities you would feel able to lead activities in? For example arts & crafts, dance, theatre, sports, etc. Please share your ideas and skills!***

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***Have you previously experienced intensive group situations through living and/or working either at home or abroad? Please describe some of your experiences of working in group situations.***

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1. **MOTIVATION**

*Please note: your motivation is key to tackle the very challenging tasks at hands in a difficult environment. Your volunteer service will neither be a holiday camp nor a survival training or a self-finding trip. Please answer these questions with a maximum of 150 words each.*

***Please describe your motivation for serving as volunteer in response to the Syrian crisis.***

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***What benefit do you think your presence as volunteer can bring to those we serve?***

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***What do you personally hope to gain from the time of your volunteer service?***

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***What do you expect R&R International to do for you?***

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1. **SPIRITUAL SOLIDARITY**

*Please note: one of the key concepts for our work is expressed by the term “spiritual solidarity” as a special form of cultural sensitivity. Living and working together at the R&R Peace Centre is a daily balancing act between own convictions/habits and those of others. This is why we would like to learn more about your thoughts on the topic. Please answer this question with a maximum of 300 words.*

***Please tell us in own words what “spiritual solidarity” could possibly mean to you and give us an example on how it might be implemented as an international volunteer.***

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*Thank you for taking the time to fill out this application form. Please do not hesitate to ask us any further question by mail at any moment of the selection procedure.*