**Volunteer/Internship Application**

We're glad that you are interested in joining the dynamic team of Mayan Families! The following document is the application for our volunteer and internship positions.

We will begin processing your request once we receive this completed application. Please take your time to fill out the application!

The application form itself has six different sections that solicit a variety of information. Please fill out these sections with honesty to aid xus in our selection process, as well as to ensure that you are placed in the most appropriate setting. *Exaggeration may result in you being placed in an environment that is not appropriately aligned with your strengths and interests*.

The six sections are:

Section 1: Personal Information

Section 2: Start Date and Duration

Section 3: Spanish Abilities

Section 4: Skills and Experience

Section 5: Housing Preference

Section 6: Short Essays

Your completed application materials should be sent to volunteercoordinator@mayanfamilies.org and will then be reviewed by several staff members, after which you may be invited to an interview.

Basic Requirements

You are almost ready to apply! But first, take a look over the basic requirements in order to be sure that you are eligible to participate in our volunteer program.

* Age of 18 years or older
* Ability to speak in English or Spanish at an intermediate level or higher
* Minimum stay of 1 week for volunteers; minimum stay of 2 months for interns
* General volunteer meetings when scheduled

 **Section 1: Personal Information**

First Name:

Last Name:

Nationality:

Date of Birth (mm/dd/yyyy):

Age:

Sex:

Email Address:

**Home Address:**

Address:

City/Town:

State/Province:

Zip/Postal Code:

Country:

Home Phone:

Mobile:

**Emergency Contact:**

Name and relationship to you:

Address:

City/Town:

State/Province:

Zip/Postal Code:

Country:

Cell Phone:

**Additional Information:**

Marital Status (Single, Engaged, Married, Other):

Driver’s License #:

Expires:

Occupation or year in school:

**Physical or Emotional Health needs/Allergies/Dietary Requirements (Please specify):**

**Have you ever been convicted of a felony? If yes, please explain.**

**How did you hear about Mayan Families?**

\_\_ Search Engine (e.g. Google, Yahoo, etc.)

\_\_ Website (please specify):

\_\_ Friend (please specify):

\_\_ Other (please specify):

**Section 2: Volunteer Arrival and Duration**

**Dates of anticipated arrival and departure:**

**Commitment duration:**

Number of weeks:

Number of months:

Expected work schedule:

 Full-time Part-time (please include hours under additional comments)

*Any additional comments you would like to add regarding your arrival and duration:*

**Section 3: Spanish Ability**

(please note we are able to arrange translation if we feel your skill would add great value to the organization and/or the people we work with)

**Please mark the appropriate level:**

\_\_\_No Speaking Ability

\_\_\_Beginner (Some class or other exposure)

\_\_\_Low-Intermediate (basic grammar and vocabulary, basic conversation)

\_\_\_Intermediate (good grammar/vocabulary, social conversation, good comprehension)

\_\_\_Upper-Intermediate (strong grammar/vocabulary, clear expression of ideas)

\_\_\_Advanced (Fluent or Native Speaker)

1. What classroom or other exposure (travel etc.) do you have to the Spanish language?

2. Describe your Spanish conversational ability.

3. What are you currently doing or planning to do to improve your Spanish?

 4. Do you speak any other languages? Please indicate language and fluency.

**Section 4: Skills and Experience**

1. Please specify what medical skills you are interested to contribute to the organization.
2. Please specify any experience you have in using this skill.

**Please mark any other and all skills that apply:**

\_\_Web design

\_\_Computer Skills

\_\_Woodworking

\_\_Carpentry

\_\_Construction

\_\_Automotive Repair

\_\_Cooking

\_\_Dance

\_\_Teaching

\_\_Music

\_\_Fundraising/Grant Writing

\_\_Project Management

\_\_Administrative Skills

\_\_Acting

\_\_Sports

\_\_Outdoor/Nature

\_\_Conflict Management

\_\_First Aid/CPR

\_\_Photography/Video

\_\_Training/Human Resources

\_\_Peer Counseling

\_\_Other?

**Please use this space to elaborate on your selections or to mention any additional skills you possess that you feel can contribute to the organization:**

**Relevant Experience:**

1. Describe any previous volunteering experience.

2. Describe any experience you have had working in developing countries and/or non-profits.

3. Describe any experience you have had working with vulnerable populations and/or with poverty-related issues.

 **Section 5: Housing Preference**

\_\_\_Mayan Families arranged homestay ($100/week: three meals a day, private bedroom)\*

\_\_\_Hostel or hotel (more information provided upon request)

\_\_\_Own Arrangement

\_\_\_Private room with a Mayan Families foreign staff member or community connection (when available)

**\***If you select this option, a minimum of one week is required, paid in advanced.

**Section 6: Short Essays**

Please answer the following questions; we expect responses of approximately 250 words per question.

1. What motivates you to serve indigenous communities, particularly in Guatemala through Mayan Families? Why is now the right time for you to volunteer?

2. What do you hope to accomplish in your time with Mayan Families in Guatemala? Please comment on your goals working with the organization and the community, as well as your personal development goals.

3. Living in a foreign country can be very difficult, especially when faced with challenging and sometimes unexpected work situations. Mayan Families seeks volunteers able to handle the demanding volunteer experience both through their independence to take initiative when lacking support as well as being able to strongly contribute to a team. Explain with concrete examples how you are ready for this experience and what qualities and strengths you possess to help advance the mission of Mayan Families.

By submitting this application, I hereby affirm that all the information provided on this application is true and complete to the best of my knowledge and agree to have any of the statements checked by the organization.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:
Date:

**Thank you for your interest in Mayan Families!**