



APPLICATION FORM

Thank you for your interest in joining the European Solidarity Corps and the projects offered by InCo Association and its partners. We would like to know more about you and your motivation for taking part in the project you have chosen.

Please read this form carefully, fill it out in all of its parts, sign it and then **send it in PDF format to evs@incoweb.org** together with your **CV** and **motivation letter**.

Please be as specific as possible with your application, especially with the part regarding your motivation.

Good luck!

InCo team

1. PERSONAL DATA

Name	
Surname	
Date of birth	(DD-MM-YYYY)
Place of birth	(city and country)
Nationality	
Full address	(street and street number - city - postal code - country)
Email	
Phone number	(including your country's prefix!)



2. PROJECTS

Please specify a **MAXIMUM OF 3 PROJECTS** to which you would like to apply.

You can find the full list of projects for which we are accepting applications at the following page on our website: <https://www.incoweb.org/Open-Call/In-Italia/Nord-Italia>

If you would like to receive more information about the projects please write to evs@incoweb.org.

	Project name (in order of preference)
1)	
2)	
3)	

3. MOTIVATION

Please take the time to tell us more about yourself, your skills, personality, dreams for the future and what made you want to apply. Please make sure to choose a **maximum of 3 projects** to which you would like to apply and let us know why these specific projects are interesting to you.

Be as specific as possible: saying that you want to get to know a different culture and challenge yourself is not enough to stand out! :)

Please make sure each of your answers is at least 100 words long.

3.1. Please state what project you are interested in and describe in detail your motivation for this specific project (at least 100 words).



- 3.2.** Please describe, in your own words, how you imagine a typical day would be like at your receiving organization (at least 100 words).

- 3.3.** Please describe the knowledge and skills you hope to gain during your ESC experience (at least 100 words).

- 3.4.** Please describe the knowledge and skills you already have and that you can share during your ESC experience (at least 100 words).



3.5. Which challenges do you think you will encounter during your stay abroad? (at least 100 words)

3.6. Is there anything else you would like to add?



4. EUROPEAN SOLIDARITY CORPS & OTHER EXPERIENCES

4.1. How did you learn about the European Solidarity Corps?

4.2. How did you find the project you applied for?

4.3. Have you ever taken part in another activity under the European Solidarity Corps (ESC) or European Voluntary Service (EVS)?

If YES, please describe the details of the activity (when and where it took place and for how long, what did you do, etc.)



- 4.4.** Are you already in touch with a **support organization** in your country?
If YES, please provide the name and contact information of your support organization.

- 4.5.** What has been your main occupation during the past year? Please explain in detail if possible. (For example: studying, working, took some time off, travelling, volunteering...)



5. CV & RULES

📧 Please send to evs@incoweb.org:

- this **application form**, signed and filled out in all its parts
- your **CV**
- your **motivation letter** – if you are interested in more than one project, please prepare a specific motivation letter for each project!
- any other documents you think may be relevant for us to consider your application

⚠ **Before sending your application:**

Please make sure you have read the **Infopack** for your selected project and the information on the [open call page](#) of our website carefully.

📶 **Internet and mobile phone:** WiFi connection is provided in the volunteers' accommodation. The cost for personal mobile data use is to be covered by the volunteers.

🛏 **Overnight guests:**

It is forbidden to host other people in the volunteers' flat without prior permission (to be asked well in advance).

🏠 **Insurance:**

The ESC program foresees coverage by HENNER insurance. In most cases you will have to anticipate the expenses and ask for reimbursement from the insurance plan afterwards. The host organization / InCo cannot anticipate the costs for you.

✅ **For acceptance of the above information:**

Date and place

Signature

(handwritten or digital signature, must correspond to the signature on your ID/passport)



6. DECLARATION

I declare that all the information in this application form and any of the attachments provided is true and correct and has been completed by the volunteer named on this application.

Date and place

Signature

(handwritten or digital signature, must correspond to the signature on your ID/passport)



INFORMATION FOR THE PROCESSING OF PERSONAL DATA RECEIVED VIA PAPER FORM TRANSMITTED BY MAIL

in accordance with and by the effects of EU Regulation 2016/679 (*hereafter "GDPR"*) art.13 e 14

Dear volunteer / participant in international mobility projects,

We inform you that the personal data you provide by means of paper form sent via email will be processed in compliance with the *GDPR* 2016/679 and the Italian legislation on the subject.

It is important that you read a series of information to understand how your personal data will be processed and for what purposes, explaining what your rights are and how you can exercise them.

Subsequently, if everything is clear to you, you can freely decide whether to give your consent for your personal data to be processed, knowing from now on that this consent can be revoked by you at any time.

The present information forms an integral part of our general Privacy Policy.

1. Data controller

The data controller is InCo Association – Interculturality & Communication APS and specifically the President pro tempore of the Association, with registered office in Trento (Italy), via S. Sighele, n. 3, postal code 38122, CF. 92165450286.

2. Object of the data processed

The personal data requested on the paper form of expression of interest in participating in European solidarity projects concern the name and surname of the interested party, date and place of birth, nationality, residence, email address and telephone number.

3. Purpose of the processing

Your personal data, acquired by filling out the form, will be used for the sole purpose of allowing you to participate in European mobility projects (Erasmus+ or European Solidarity Corps).

4. Legal basis

The processing of data takes place on the basis of your explicit consent provided at the time of filling out the form.

5. Data provision

There is no obligation to provide the requested personal data. However, failure to provide the data may make it impossible to achieve the purposes indicated.



6. Data retention period

The personal data collected will be kept for the time necessary to achieve the above purposes, and, in any case, until the completion of the mobility project itself.

After the expiry of this term, the data will be deleted or made anonymous, unless their further storage is necessary to comply with legal obligations or to comply with orders of the public authority, or to protect a legitimate interest of the Data Controller (defence in court).

However, the data subject may request the deletion of the data at any time.

7. Processing methods

Inco association undertakes to guarantee the security and confidentiality of the data collected, in accordance with current legislation.

Personal data may be processed both in paper and electronic form and with the aid of electronic or telematic systems or by any other means made available by technology, with the adoption of all the methods and security measures provided for by the law, suitable to guarantee the security, protection and confidentiality of the data as well as to minimize the risk of unauthorized processing or processing not compliant with the purposes indicated, of destruction or loss of the data, of unauthorized access, unlawful use and dissemination.

Inco Association makes use of Google Drive services and provides the following information in this regard:

- For more information on data processing by Google, please use the following link:
 - <https://policies.google.com/privacy>
- For more information about the Google Drive Privacy Policy, please use the following links:
 - <https://www.google.com/drive/terms-of-service/>
 - <https://support.google.com/drive/answer/10375054?hl=it>
- For more information on the location of data processing by Google, please refer to the list of Google data center locations available at the following link:
 - <https://www.google.com/about/datacenters/locations/>

8. Access to the data

The processing of personal data by the Data Controller will be carried out only by trained and authorized internal personnel who have received the relevant instructions, as well as by external parties functional to the fulfillment and realization of the specific purposes indicated such as service companies, consultants, freelancers, etc. expressly appointed to process them, in compliance with the provisions of the law on data security.



9. Data transfer

The personal data processed by the Data Controller can not be disseminated to unspecified parties, in any possible form, including that of making them available or simply consulting them.

Personal data may be communicated to persons entitled to access them by virtue of legal or statutory provisions or to subjects with whom the Association has entered into collaboration and/or agreements aimed at achieving the purposes indicated.

10. Rights of the data subject

As interested party, you can exercise the following rights:

- a) right of access
- b) right of rectification
- c) right of cancellation
- d) right of limitation of processing
- e) right to data portability
- f) right to object to the profiling of data and to unaware automated decisions
- g) right of revocation
- h) right to lodge a complaint with the Supervisory Authority.

11. How to exercise the rights

The rights referred to in point 10 of this information document may be exercised:

- by registered letter with return receipt which has to be sent to: Associazione InCo – Interculturalità & Comunicazione APS, whose headquarters are situated in Trento (Italy), via S. Sighele, n. 3, postal code 38122.
- by means of communication by certified e-mail to the following address inco@mypec.eu and by email to the following address info@incoweb.org

12. Data breach, notification to the Guarantor and communication to the interested party

In case of data breach (intended as accidental or unlawful destruction, loss, modification, unauthorized disclosure, or access to transmitted, stored or otherwise processed personal data), the Data Controller will notify the Privacy Guarantor in the manner prescribed by law.



CONSENT TO THE PROCESSING OF PERSONAL DATA

The undersigned _____, born in _____ on the (date of birth) _____, ID / passport number _____, living in _____, address _____, phone number _____, email address _____,

having received and read the Information and being aware of:

- the identity of the data controller
- the ways in which the processing takes place and the purposes for which the personal data are intended
- the right to withdraw consent as well as all the other rights indicated in the information received

by signing this form

as for the processing of personal data communicated, to be carried out in compliance with what is indicated in the aforementioned information

☐ AUTHORIZES AND GIVES CONSENT

☐ DOES NOT AUTHORIZE

Date and place

Signature

(handwritten or digital signature, must correspond to the signature on your ID/passport)
