

Melange is Vienna's Programme of European Solidarity Corps volunteering projects. It is co-ordinated and implemented by Grenzenlos in close co-operation with wienXtra. The programme is funded by the City of Vienna and the European Commission.

Grenzenlos is the coordinating organization and responsible for all technical, logistical and administrative matters around the project but not hosting itself.

*Please fill in the following details as your application, which we will forward to your selected hosting organisation, that will do the selection.*

We will inform you as soon as we have received the decision.

#### Supporting organisation details

(Please be aware that we can only apply for the project together with your supporting organisation)

Name: SFERA Movement                      OID: E10055902  
 Address: Piskunova str., 27, Nizhny Novgorod, Russia, 603005  
 Phone: +78314304703  
 E-mail: Esc.sfera@gmail.com  
 Contact person: Ms Irina Zhuchkova

#### Curriculum Vitae

##### Contact Information

Surname(s): \_\_\_\_\_  
 First name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode & city: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

(Photo)

##### Personal information

Gender: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
 PRN (your registration number at the [online portal](#)): \_\_\_\_\_  
 Passport number: \_\_\_\_\_



Person to contact in case of emergency (Name, Address, Telephone and E-mail)

**Declaration**

**'I declare that the person mentioned as my emergency contact is informed about the status and agrees to share the contact details with the responsible in the coordinating and hosting organisation'**

please tick here to show you understand and accept the above declaration.

Your current occupation

Please describe your previous work and/or volunteer experiences (local and international)?

Do you have any former international experiences (other stays abroad, exchanges etc.)?  
Please describe

What are your hobbies?

How would you describe your personality?

Knowledge and skills you can share during your volunteering experience:

Knowledge and skills you hope to gain during your volunteering experience:

Which challenges do you think you will encounter during your stay abroad?

Do you have any special needs  
(medical conditions, disabilities, impairments etc.)?    Yes\_\_\_ No\_\_\_

Do you have any kind of allergy?    Yes\_\_\_ No\_\_\_

Do you need to take any kind of medicine?    Yes\_\_\_ No\_\_\_

Are you a vegetarian?    Yes\_\_\_ No\_\_\_

Is there any food you do not eat?    Yes\_\_\_ No\_\_\_

if you have answered yes to any of the above questions, please give further description and if applicable describe the necessary assistance/support you will need when living in Vienna

Language abilities

Language (mark by x)	Native	Fluent	Good	Basic
German				
English				
(Others)				

**Declaration**

**'I agree that the data in this form will be shared with the responsible in the coordinating and hosting organisation'**

please tick here to show you understand and accept the above declaration.

Your motivation – Which organisation are you interested in?

In case you are interested in more than one hosting organisation coordinated by Grenzenlos, please send a separate application form for each of the projects.

Name of the organisation: \_\_\_\_\_

When can you start the project and for how long: \_\_\_\_\_

Please describe below carefully your motivation for this specific project or attach a motivation letter

Is there anything else you would like to tell?

**Declaration**

**'I declare that all of the information on this application form is honest and truthful to ability, experience and support needs and has been completed by the volunteer named on this application' Furthermore, I declare that I have never taken part in any long term Erasmus+ or ESC funded volunteering project.**

please tick here to show you understand and accept the above declaration.

Thank you for filling in the application form! The next page is for your supporting organisation.

*Please note that we can only accept your application if you indicate your supporting organisation and the organisation you are applying for!*

After completing the form send it addressed with the name of the organisation you have chosen in the form to [application@grenzenlos.or.at](mailto:application@grenzenlos.or.at).

#### TO BE COMPLETED BY THE SUPPORTING ORGANISATION

- How did you select the volunteer? (Is the volunteer a member of your organisation, are you going to involve the volunteer in your current activities, did you interview the volunteer by phone or face-to-face...)

The volunteer has contacted us concerning the possibility to take part in ESC programme some time ago. We can see how motivated she is to work in social field abroad as she knows the language and has experience in local volunteering.

- How do you keep the volunteer motivated, how do you provide the volunteer with emotional preparation? (Cultural shock, conflict resolution, expectations, contact with ex-volunteers,...)  
We always provide volunteers with contact details of volunteers we've sent before for EVS/ESC to provide networking and exchange of information between them.  
Also we have sessions to discuss expectations and fears, motivation, plans after the project.
- Do you provide the volunteer with theoretical preparation? (Insurance, rights and responsibilities of the volunteer, SO and HO tasks, duties of the tutor of the project...).

While applying for the projects, volunteer is provided with informational support via e-mails and information on Russian web-site of Erasmus+ and ESC. When the project is approved, volunteer has pre-departure session face-to-face or via skype concerning all practical issues, rights and responsibilities, ESC insurance specifics etc. We organize short pre-departure trainings and informational meetings for volunteers leaving for ESC and provide them with full information on rights and responsibilities and all technical aspects of ESC. Before having conversation with coordinator volunteers attend online video-course where all theoretical and practical aspects are covered. We also arrange ESC insurance for them and provide with emergency contact details of coordinators in Russia or SALTO EECA in serious cases. We actively work with volunteers leaving for ESC to prepare them fully, informing about all challenges and problems they may face.

During the project we stay in touch with the volunteers to check up on their learning progress and to see how things are going. In case of conflict situations we try to mediate it. We keep in touch with the volunteer during their voluntary service, evaluating the project and mediating in case of conflicts, as well as dealing with consulate, insurance etc.

After ESC we invite them for evaluation meeting and also talk with them about achieved results.



Afterwards volunteer is invited to take part in annual event centralized for all ESCers from Russia. Volunteer is also evaluating his/her project afterwards with our help, and any initiative for personal follow-up is supported!

- Do you provide the volunteer with other kind of formation? (Languages, cultural formation about your own country and the hosting country...).

It is part of our online course before the project.