

Manual para la Solicitud Online

En este manual encontrarás todo lo referente al llenado de tu *Solicitud Online* paso a paso. Desde la búsqueda y selección de llamados, creación de una cuenta, hasta detalles importantes a tener en cuenta al completar tu *solicitud*.

+ I.- PARA COMENZAR

Ingresa a <https://www.adventistvolunteers.org/>, y elige una de las modalidades de llamados que el SVA ofrece (la modalidad “Groups” y “His hands” aún no están disponibles):



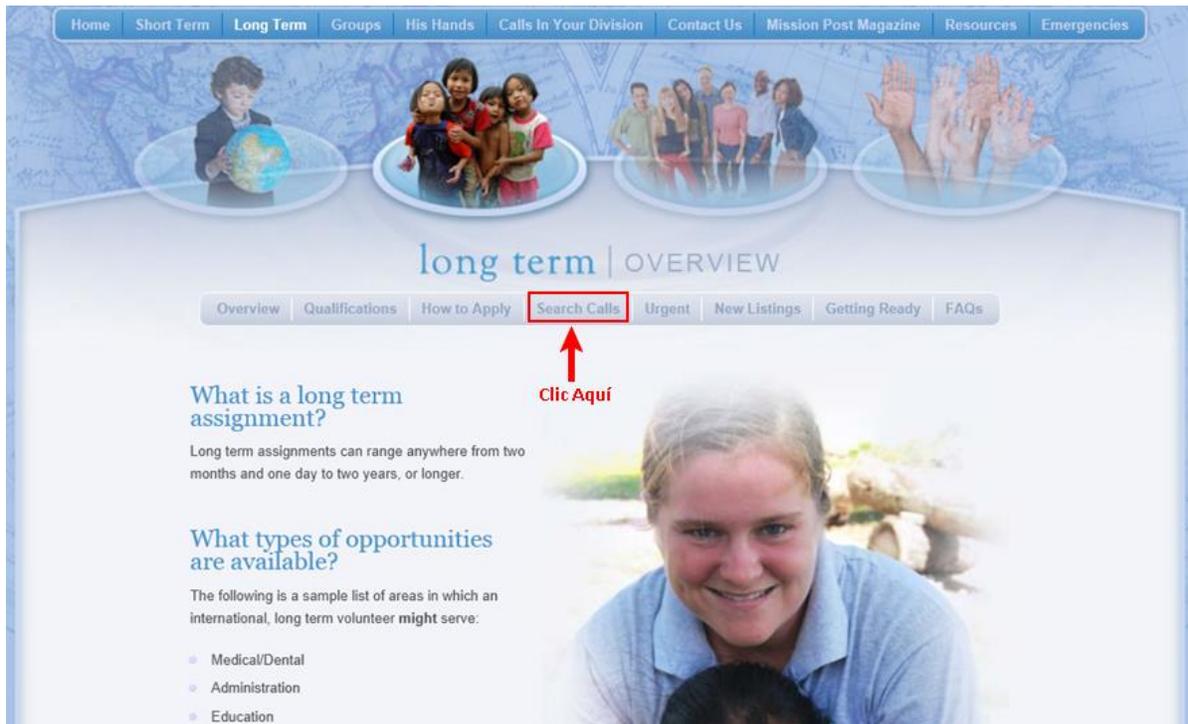
+ II.- MODALIDADES

+ II.a. Long Term

Son llamados con una duración de dos meses a un año o más. El gasto en el transcurso del voluntariado es compartido entre la institución que creó el llamado y el voluntario.

+ Paso 1 – “Search Calls”

Haz clic en la opción "Search Calls", en la barra de navegación.



+ Paso 2 - Seleccionar opciones de búsqueda

Necesariamente debes elegir el país donde resides ("Country in which you currently reside") para la búsqueda. El resto de filtros de búsqueda es optativo. Si quieres visualizar los llamados disponibles en el mundo, sin seleccionar opción alguna, haz clic en el botón "Search Calls".

long term | SEARCH CALLS

Overview | Qualifications | How to Apply | Search Calls | Urgent | New Listings | Getting Ready | FAQs

To search for a position, specify your search criteria and click "Search Calls" (It is usually best to only fill in one or two criteria.)

To find a specific position, enter a portion of the Call Number (i.e. WAD.EG.2004.05 or WAD.EG) and press "Find Call."

Find Call

Country in which you currently reside: ← **Requerido: País de residencia**

Type of Position:

Search for calls from:

Country:
of positions available in brackets

Division:

Union:

Conference:

Length of service (in days, weeks, months, or years) or less

Search for a specific institution:

Search for calls supervised by:

+ Paso 3 - Revisar los llamados

Para ver la descripción de los mismos, haz clic en el nombre del llamado.

Importante: Asegúrate de leer detenidamente la descripción de cada llamado de tu interés, sobre todo: 1) La fecha de inicio y fin del llamado, 2) las tareas que el voluntario realizará, 3) los requisitos de idioma (sección "Qualifications"), 4) las responsabilidades financieras (sección "Finances"), y 5) los requisito de visa y vacunas (sección "Travel and Visa").

long term | SEARCH RESULTS

[Overview](#) | [Qualifications](#) | [How to Apply](#) | [Search Calls](#) | [Urgent](#) | [New Listings](#) | [Getting Ready](#) | [FAQs](#)

Current Search: **Vol From D/U/C = South American Division** [\(remove\)](#)
Named Call = False [\(remove\)](#)
Service Type = Long Term [\(remove\)](#)

Limit search results by:

Ver descripción de llamado First - Previous | Displaying 1 - 100 of 200 | Next - Last | Page 0 of 1 |

Call ID	Position Title	Positions Requested	Positions Available	Country	Begin Date End Date
IAD.CEAM.2010.02	Teacher	3	1	Costa Rica	Mar 1, 2010 Nov 28, 2010
GCI.AAG.2020.01	Test Service Request (do not delete)	50	44	Iraq	Jan 1, 2026
WAD.BEAH.2010.05	Accountant	1	1	Chad	Jul 1, 2010 Jun 30, 2011
WAD.AMH.2010.04	General Practitioner	1	1	Ghana	Aug 1, 2010 Aug 31, 2011

+ Paso 4 - Seleccionar llamados

Dentro de la descripción de uno de los llamados de tu interés, haz clic en "Add to My Interests".

long term | SERVICE REQUEST

[Overview](#) | [Qualifications](#) | [How to Apply](#) | [Search Calls](#) | [Urgent](#) | [New Listings](#) | [Getting Ready](#) | [FAQs](#)

← **Seleccionar llamado**

Position Title: **Teacher** Call ID: **IAD.CEAM.2010.02**

Request Num: **SR9721** Date Call was Listed: **Mar 19, 2009**

Status: **Active** Last Updated: **Jan 21, 2010**

Number of Positions: Requested Pending Filled Available

3 0 2 1

Position Description

Country: **Costa Rica**

Calling Organization: **Centro Educativo Adventista de Monteverde** Beginning Date: **Mar 1, 2010**

Ending Date: **Nov 28, 2010**

+ Paso 5 - Crear cuenta

Para registrarte y obtener una cuenta, haz clic en el link "Create New Account" y completa los datos allí requeridos. Una vez que el formulario esté completo, haz clic en el botón "Create New Account" para empezar con tu solicitud online.



adventist
volunteer
service

VOLUNTEER LOGIN

Login:
(UserName or Email)

Password:

Login

[Forgot Password](#)
or [Create New Account](#) ← **Crear cuenta**

(If you've been a volunteer before, please contact your volunteer coordinator to have them issue you a login to your account.
Or try using [Forgot Password](#) with your e-mail address.)

+ Paso 6 - Solicitud Online:

Desde aquí, asigne prioridad a los llamados escogidos y a continuación, haz clic en "Begin Online Application" para empezar a completar tu *solicitud*.

Opcional: Para añadir más llamados a tu lista, haz clic en el botón "Search Calls", y luego, sigue el mismo procedimiento de los pasos 4 y 5.

My Application | Calls/Interests | Search Calls | My Account | Logout

Select three or more call interests then fill out an online application.

My Call Interests

Search Calls

or

Call ID:

Opc: Agregar llamados

Priority #	Avail Status	Call ID	Country	Begin Date	End Date	
? ▾	1 Active	SAD.CSCHC.2012.01 English Teacher	Chile	Nov 1, 2012	Aug 30, 2013	Delete

Asignarles prioridad

Be sure to prioritize your interests in order of preference (1 = first choice).

Iniciar Solicitud Online

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(If you encounter problems please contact Adventist Volunteer Services.)

+ Paso 7 - Completar Solicitud Online por secciones:

Inicialmente no necesitas realizar ningún cambio aquí (sección "Instructions"), a menos que lo requieras.

Importante: Para que tu solicitud sea procesada es necesario completar toda la información ahí requerida (excepto lo que no se aplique a tu caso).

Page | My Application | Calls/Interests | Search Calls | My Account | Logout

view edit attachments

EDIT APPLICATION

Instructions to the Applicant

This is a Long-Term application.

- *Click "Personal" (to the left) to begin application process.
- *Complete all applicable questions.
- *Use mixed (upper and lower) case.
- *Sections may be completed in any order.
- *Click the "Save and Continue" button at the end of each page before continuing to the other sections.
- *A check mark beside each section indicates that it is complete.
- *To attach your CV/Resume, or any other forms go to the attachments tab in the upper right corner.
- *Once all sections of your profile and application have been completed, click "Save and Submit."
- *Upon submission, a copy of the application will be sent to you via e-mail.
- *If you cannot complete this application in its entirety, you may logout and return at any time by entering the username/password you created at registration.

Login Information

Current E-mail address

UserName

New Password

Confirm Password

← Cambiar Usuario, clave y e-mail (Opcional)

+ Paso 7.1 - Sección "Personal":

Aquí debes agregar algunos datos personales muy importantes. A partir de aquí, para avanzar a la siguiente sección, una vez que hayas completado la sección, haz clic en "Save and Continue".

Form Sections

- Instructions
- Profile
 - Personal**
 - Spouse/Children
 - Address
 - Education
 - Employment
 - Skills
- Application
 - References
 - Details
 - Calls
 - Other Forms
 - Declaration
 - Agreement
- Print View

Personal Information

First/Given Name (Use legal name as it appears on passport or birth certificate) **required field**

Full Middle Name(s)

Last/Family/Sur Name **required field**

Maiden/Birth Name (if different)

Preferred (Nick) Name

Gender: [Gender] v

Marital Status: [Marital Status] v

Date of Birth **required field**: [Month] v [Day] v [Year] v

Passport Country **required field**: [Select a Country] v

Passport Number **required field**

Have you been voted an official member of the Seventh-day Adventist church? Yes No

Year of Official Baptism/Membership **required field**

Church currently attending

Home Country **required field**: [Select a Country] v

Division: South American Division (SAD) v

Union: [Select a Union] v

Conference: v

Sending Country or **required field**

Current Country of Residence

Current/Sending Division (and Union/Conference if known)

Division: South American Division (SAD) v

Union: [Select a Union] v

Conference: v

Sending University/Organization (if applicable)

Division: [Select an Institution (if applicable)] v

Are you volunteering as a medical professional? Yes No

If yes, what profession (doctor, dentist, nurse, etc.)?

If doctor, what specialty (general practice, surgeon, etc.)?

Save and Continue ← **Guardar y continuar**

+ Paso 7.2 - Sección "Spouse/Children":

Si eres casado(a) y/o tienes hijos, completa la información aquí requerida. **Importante:** En caso la esposa(o) fuera a acompañar al voluntario, lea, complete y adjunte los formularios que se muestran en la imagen a continuación. También puedes encontrar dichos formularios y más, en la sección Documentos para la Solicitud Online. [\(Link para la sección "Recursos y Materiales/Documentos para Solicitud Online"\)](#).

En caso contrario, marca las opciones "I have no spouse" y "I have no children" y directamente haz clic en "Save and Continue".

Spouse/Children

Spouse (Husband/Wife) Information En caso no tengas esposa → I have no spouse

Husband/Wife's name as it appears on Passport

Is your husband/wife traveling with you? Yes No

Is your husband/wife planning to serve as a volunteer? Yes No

Birth Date [Month] [Day] [Year]

Has your husband/wife been voted an official member of the Seventh-day Adventist Church? Yes No

Husband/wife's year of Official Baptism/Membership

Passport Country [Select a Country]

Passport Number

If your spouse will be accompanying you but will not be serving as a volunteer, please print out the following forms and have your spouse complete them:

- * [Spouse \(husband/wife\) Information Form](#)
- * [Spouse \(husband/wife\) Beneficiary Information](#)
- * [Spouse \(husband/wife\) Statement of Ethics \(read only\)](#)
- * [Spouse \(husband/wife\) Ethics Declaration](#)
- * [Spouse \(husband/wife\) Release of Liability](#)

→ Formularios para el conyuge acompañante

We also require a Confidential Reference form be completed for your spouse by a pastor, elder or employer. Please print out the following form below:

- * [Spouse Confidential Reference](#)
- * [Spouse Health Form](#)

Child(ren) Information En caso no tengas hijos → I have no children

Name as appears on Passport

Is child traveling with volunteer? Yes No

Birth Date [Month] [Day] [Year]

Passport Country [Select a Country]

Passport Number

(*Save* child record before hitting "Save and Continue".)

+ Paso 7.3 - Sección "Address":

Una vez aquí, registra tu dirección actual, una dirección permanente en caso se requiriera enviarte correspondencia, y los datos de contacto en casos de emergencia.

Address

Form Sections

- Instructions
- Profile
 - ▣ Personal
 - ▣ Spouse/Children
 - ▣ **Address**
 - ▣ Education
 - ▣ Employment
 - ▣ Skills
- Application
 - References
 - ▣ Details
 - ▣ Calls
 - ▣ Other Forms
 - ▣ Declaration
 - ▣ Agreement
- Print View

Current Mailing Address/Contact Info

Address current until (date or situation)

Address Line 1

Address Line 2

City

State / Province US/Canada: [Select a State/Province] Non-US:

Postal/ZIP Code

Country

Primary/Home Phone

Work Phone

Cell/Mobile Phone

Fax

E-mail Address
(e-mail address used for login and notifications)

Permanent Mailing Address

Address Line 1 (No PO Box)

Address Line 2

City

State / Province US/Canada: [Select a State/Province] Non-US:

Postal/ZIP Code

Country

Primary/Home Phone

Work Phone

Cell/Mobile Phone

+ Paso 7.4 - Sección "Education":

Aquí, ingresa el nivel de educación que hayas completado hasta el momento (colegio/superior), además de la información sobre el colegio/institución superior donde cursas o cursaste tus estudios.

Finalmente, habiendo completado la sección, haz clic en "Save and Continue" y continua con la siguiente sección.

Home Page view edit attachments

EDIT APPLICATION

Form Sections

- Instructions
- Profile
 - ▣ Personal
 - ▣ Spouse/Children
 - ▣ Address
 - ▣ **Education**
 - ▣ Employment
 - ▣ Skills
- Application
 - References
 - ▣ Details
 - ▣ Calls
 - ▣ Other Forms
 - ▣ Declaration
 - ▣ Agreement
- Print View

Education

Highest Level of Education Completed [Select Education Level] ▼

High School/Secondary
Enter information on the high school or secondary school you attended.

Name

Country

Graduation Date (Month, Year)

College/University
Enter information on college(s) or university(s) attended (leave blank if not applicable). After saving the first school you may add additional schools.

Type College Graduate Doctoral

Name

Country

Graduated (Month, Year)

Degree (BS, BA, MD, MDiv, MBA)

Major/Minor /

Are you a Loma Linda School of Medicine or School of Dentistry graduate? Yes No (used for statistical/reporting purposes)

Other

Board Certifications

Post Graduate Training

State/Country where licensed

Additional Education

Nivel de Educación alcanzado actualmente

+ Paso 7.5 - Sección "Employment"

Si tienes experiencia laboral, aquí es donde debe ser especificada. En caso contrario, marca la opción "I have no previous work experience" y directamente haz clic en "Save and Continue".

Home Page My Application Calls/Interests Search Calls My Account Logout

Home Page view edit attachments

EDIT APPLICATION

Form Sections

- Instructions
- Profile
 - ▣ Personal
 - ▣ Spouse/Children
 - ▣ Address
 - ▣ Education
 - ▣ **Employment**
 - ▣ Skills
- Application
 - References
 - ▣ Details
 - ▣ Calls
 - ▣ Other Forms
 - ▣ Declaration
 - ▣ Agreement
- Print View

Employment

Employment History
Enter your last three places of employment in any order

I have no previous work experience

Employer

Position

Location/Country

Begin Date [Month] [Year]

End Date [Month] [Year]

Reason For Leaving

Employment History Complete

Si no tuvieras experiencia laboral, marca esta opción

+ Paso 7.6 - Sección "Skills"

Dentro de esta sección debes detallar:

- Tus hobbies, talentos e intereses.
- Habilidades de trabajo.
- Experiencias previas en el voluntariado.
- Idiomas (**Muy Importante**)
- Motivos para ser voluntario y tu experiencia en la testificación cristiana.

The screenshot shows the 'EDIT APPLICATION' interface. On the left is a 'Form Sections' sidebar with options like 'Instructions', 'Profile', 'Application', and 'References'. The 'Skills' section is active. It contains several text input fields: 'Special Interests, Hobbies and Talents', 'Job Skills', and 'Volunteer Experience'. The 'Languages' section is highlighted with a red box and contains a dropdown for 'Language', a 'Fluency' dropdown set to 'Fluent', and 'Save Language' and 'Cancel' buttons. A red arrow points to the 'Languages' section with the text 'Especifica el/los idioma(s) que hablas, y en con que fluidez'. Below this are 'Motivation/Experience' sections with text prompts to describe motivation and Christian witnessing experience.

+ Paso 7.7 - Sección "References"

En esta sección es necesario agregar los datos de las tres personas que te recomendarán para el voluntariado.

Como requisito una de las tres personas debe ser el pastor de tu iglesia; las otras dos personas pueden ser un compañero de trabajo o clases, un profesor o un jefe de trabajo. Para empezar a añadir los datos de estas tres personas, pulsa sobre el botón "Add Reference".

+ Paso 7.7.1 – Modalidades para envío de recomendaciones: Un vez que hayas hecho clic en el botón “Add Reference”, se te mostrará una ficha para registrar los datos de las tres personas te recomendarán.

Importante: Las personas que registres en esta sección (“References”), deberán completar el formulario “Confidential Reference” (CR); documento requerido para que cada recomendación tenga validez. Para hacerles llegar este documento, existen varias modalidades (como se muestra en la imagen):

- Mail: El formulario se envía al e-mail de la persona para ser completado desde ahí mismo.
- Email/Web: Se envía un enlace al e-mail de la persona. La persona accede a dicho enlace y éste lo direcciona a una página web donde podrá completar el formulario.
- Other: Si ninguna de las dos formas te fuera conveniente, descarga el formulario para que la persona lo llene manualmente, y luego, adjuntar dicho documento en la pestaña “attachments”.



If you would like to mail the form to an individual, you may do so by clicking on "download the form." If you have chosen this option, as soon as you know what references have submitted a Confidential Reference form for you, please log back in and add their names to this page by clicking on the "Add Reference" button.

I would like to [download the form](#) to print and mail it to my reference.

First Name:

Middle Init:

Last Name:

Address Line 1:

Address Line 2:

City:

State / Province: US/Canada: [Select a State/Province] Non-US:

Postal/ZIP Code:

Country:

Phone:

Email Address:

Sending Method: [Select Method] **← Modo de envío de formulario CR**

Date Sent: [Select Method] [Year] Today

Save Reference Ca Email/Web Other

References will be required before your application can be approved by the division.
As soon as you know what references have submitted a reference form for you, please log back in and edit this page.

+ Paso 8.8 – Sección “Details”

Desde esta sección puedes modificar tu país de residencia, especificar si estás siendo enviado por alguna organización o si estás trabajando directamente con un coordinador del SVA, y seleccionar las áreas de tu interés.

Además, en la última parte de esta sección encontrarás dos puntos a responder: “I can raise travel expenses if required” (si puedes pagar tus gastos de viaje) y “I am able to raise significant funding” (si puedes recaudar un fondo significativo en caso que la institución no pueda pagarte un estipendio).

Importante: En la mayoría de llamados se requiere que el mismo voluntario pague su propio gasto de viaje. Si el voluntario no puede cubrir dicho gasto, es muy probable que no pueda ser aceptado para un llamado.

- Details
- Calls
- Other Forms
- Declaration
- Agreement
- Print View

Cancel Application

Delete Application

Submit Application

View Home Page

Check one or more areas that interest you.

<input type="checkbox"/> Accounting/Business	<input type="checkbox"/> Librarian	<input type="checkbox"/> Teaching – Kindergarten
<input type="checkbox"/> Administration	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Teaching – Math
<input type="checkbox"/> ADRA/Relief & Development	<input type="checkbox"/> Medical	<input type="checkbox"/> Teaching – Music
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Nursing	<input type="checkbox"/> Teaching – PE
<input type="checkbox"/> Chaplain	<input type="checkbox"/> Nutritionist/Dietician	<input type="checkbox"/> Teaching – Science
<input type="checkbox"/> Church Planting/Bible Work	<input type="checkbox"/> Office Worker/Librarian	<input type="checkbox"/> Teaching-Bible/Religion
<input type="checkbox"/> Cleaning/Kitchen/Laundry Worker	<input type="checkbox"/> Orphanage Worker	<input type="checkbox"/> Teaching-College
<input type="checkbox"/> Communications/Media	<input type="checkbox"/> Pastor/Youth Min/Evan	<input type="checkbox"/> Teaching-Elementary
<input type="checkbox"/> Computer/Website	<input type="checkbox"/> Physical/Physio Therapist	<input type="checkbox"/> Teaching-English/Religion
<input type="checkbox"/> Construction	<input type="checkbox"/> Pilot	<input type="checkbox"/> Teaching-ESL
<input type="checkbox"/> Coordinator	<input type="checkbox"/> Principal	<input type="checkbox"/> Teaching-Other
<input type="checkbox"/> Counselor	<input type="checkbox"/> Secretarial	<input type="checkbox"/> Teaching-Secondary
<input type="checkbox"/> Dean	<input type="checkbox"/> Software Development	<input type="checkbox"/> Training/Seminar
<input type="checkbox"/> Dental	<input type="checkbox"/> Speech Therapy/Pathologist	<input type="checkbox"/> Translation
<input type="checkbox"/> Engineer	<input type="checkbox"/> Teaching – Computer	<input type="checkbox"/> Video Production
<input type="checkbox"/> Event Organizer	<input type="checkbox"/> Teaching – History	<input type="checkbox"/> Youth Ministry
<input type="checkbox"/> Graphic Design		

Financial Responsibilities
Typical expenses incurred by a missionary can include the following: air travel, passport and visa fees, AVS insurance, medical exams, inoculations, excess baggage, meals, accommodations, local travel, and living allowance/stipend. Covered expenses will depend upon the chosen call type. (Click here to calculate expected AVS insurance costs)

I can raise travel expenses if required. Yes No

I am able to raise significant funding. Yes No

← Responsabilidades Financieras: ¿Puedes pagar tu viaje? y ¿Puedes recaudar fondos significativos para tu voluntariado?

Save and Continue

+ Paso 8.9 - Sección "Calls"

Desde aquí debes definir tu período de disponibilidad para el voluntariado. Además, podrás agregar nuevos llamados y eliminar los ya existentes (siguiendo el paso 4 y 5).

Call Interests

Form Sections

- Instructions
- Profile
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Cancel Application

Delete Application

Submit Application

View Home Page

Dates of availability:

Beginning: [Month] [Day] [Year] required ← **Periodo disponible para el SVA**

Ending: [Month] [Day] [Year] required

Maximum months available: []

Save

Please select and prioritize at least Three (3) calls below:

My Call Interests

Search Calls

or

Call ID: [] Add Call Interest ← **Agregar Llamados**

Priority	# Avail	Call ID	Country	Begin Date	End Date	
	Status	Position Title				
1	1 Active	SAD.CSCHC.2012.01 English Teacher	Chile	Nov 1, 2012	Aug 30, 2013	Delete
2	4 Active	TED.DJC.2013.01 Assistant Dean of Men	Denmark	Aug 4, 2013	Jun 30, 2014	Delete

If you are waiting for a "named" call that is not yet in the system, please describe here:

[]

Save and Continue

+ Paso 8.10 - Sección "Other Forms"

En esta sección encontrarás tres formularios, aparte del documento "Confidential Reference", los cuales deben ser completados, y posteriormente adjuntados en la pestaña "Attachments" (como se muestra en la siguiente imagen). A continuación se explican los documentos:

- **Beneficiary Form:** En este documento se identifica quien recibirá los beneficios de la cobertura del seguro, en caso el voluntario falleciera durante su período de servicio.
- **Release of Liability:** Este formulario refleja el compromiso de la División en proporcionar un seguro para el voluntario, a cambio de la liberación de responsabilidad, en una declaración escrita.
- **HealthCertificate (HC):** es un formulario sobre tu estado de salud, cuya información deberá ser proporcionada por un médico, incluyendo su firma y fecha de firma.

Adicional:

- Además de dichos formularios, es necesario que adjuntes tu Currículum Vitae (CV) de igual forma, dentro de tu *solicitud*.

Home Page view edit **attachments**

EDIT APPLICATION

Other Forms

Form Sections

- Instructions
- Profile**
- 📄 Personal
- 📄 Spouse/Children
- 📄 Address
- 📄 Education
- 📄 Employment
- 📄 Skills
- Application**
- References
- 📄 Details
- 📄 Calls
- 📄 **Other Forms**
- Declaration
- Agreement
- Print View

Adjunta los formularios aquí

Please download the following forms

[Beneficiary Form](#) [Release of Liability Form](#)

and send them to your volunteer coordinator.

Download the following form

[Health Certificate](#)

and have your doctor/medical provider complete it,
then send it to your volunteer coordinator.

Please note: Your application is NOT considered complete until you have filled out these forms (and the three references) and returned all of them to your volunteer coordinator. (your coordinator is listed on your [Home Page](#) under "Primary Contacts"). You will not be considered for a volunteer position until all of these forms have been turned in.

College/University Students: If you are working with a college/university coordinator, these forms **may** have already been provided to you. Follow the directions your coordinator has given to you regarding these forms.

[Continue](#)

+ Paso 8.11 - Sección "Declaration"

Cuando hubieras completado los formularios anteriormente mencionados, continúa con esta sección.

En esta parte encontrarás dos documentos que abarcan aspectos éticos y compromisos establecidos para el programa del SVA, los cuales debes leer en su totalidad pues son de mucha importancia.

Al finalizar con la lectura, contesta las preguntas, y si estás de acuerdo o no con el contenido de lo leído.

Declaration

Form Sections

- Instructions
- Profile**
- ▢ Personal
- ▢ Spouse/Children
- ▢ Address
- ▢ Education
- ▢ Employment
- ▢ Skills
- Application**
- References
- ▢ Details
- ▢ Calls
- ▢ Other Forms
- ▢ **Declaration**
- ▢ Agreement
- Print View

Cancel Application

Delete Application

Submit Application

Crime & Misconduct

Have you ever been convicted of or pled guilty to or been formally disciplined for any crime or misconduct, with the exception of traffic violations? Yes No

Have you ever been accused of sexual misconduct? Yes No

Is there anything in your history which would negatively impact your assignment as a denominational volunteer? Yes No

If yes, please explain. (Answering either question with a YES does not necessarily exclude you from volunteer service; however, it is important that you supply us with additional information)

I declare that my responses to these two questions are true and accurate.

Accept Yes No

Statement of Ethics Declaration (download and print)

I have read and will abide by the responsibilities indicated in the **STATEMENT OF ETHICS** if appointed as an Adventist Volunteer. I understand that failure to comply with the Statement of Ethics, as applied in the country in which I may be serving, or any misrepresentation in connection with my application, screening, or service, may be cause for the termination of my volunteer assignment.

Accept Yes No

Conflict of Interest & Commitment Declaration (download and print)

This **CONFLICT OF INTEREST AND COMMITMENT DECLARATION** applies, to the best of my knowledge, to all members of my immediate family (spouse, children, parent(s)) and its provisions shall protect any organization affiliated with the Seventh-day Adventist Church. In the event that a potential conflict exists, I agree to fully disclose it to the organization. In addition, if facts change in the future that may create a potential conflict of interest, I agree to notify the Church in writing.

1. I have read the Conflict of Interest Declaration.
2. I am in compliance with the Conflict of Interest Declaration.
3. I have disclosed all exceptions to the Conflict of Interest Declaration below.

Exceptions

Documentos que debes leer

+ Paso 8.12 - Sección "Agreement"

Finalmente, lee detenidamente los acuerdos ahí planteados, entre el SVA y el voluntario, y responde si estás de acuerdo o no con ellos.

Revisa, por última vez, si toda la información requerida en tu *solicitud* ha sido ingresada (incluyendo los documentos). Si todo está en orden, dale clic en "Save and Submit Application" para que tu *solicitud* sea revisada.

EDIT APPLICATION

Agreement

- Form Sections
- Instructions
- Profile
 - Personal
 - Spouse/Children
 - Address
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- Print View

Agreements

I agree that the information provided on this form is accurate and does not obligate the AVS Office to provide a volunteer assignment to me. Yes No

I agree to serve as a volunteer, without expectation of financial compensation or benefits normally given to church employees, although I may be provided an allowance to meet certain expenses. Yes No

I understand that while serving, I am still responsible for all of my financial obligations at home, and have made arrangements to this end, in addition to meeting any financial responsibilities entailed in my volunteer assignment. Yes No

I permit the AVS office to release my personal information to assist in processing my application. Yes No

I agree to undertake the pre-service training before my departure for assignment and will complete the course "Passport to Missions," an approved equivalent preparation course through my SDA University/College or through the Institute of World Missions. Yes No

I agree to comply with the host country's recommended immunizations and testing (e.g. TB or HIV). Yes No

By checking the Accept box below, I certify my understanding that entering my user name to access this electronic form serves as validation in lieu of a signature.

Accept Yes No

[Save and Submit Application](#)

← Guardar y enviar Solicitud Online

[Cancel Application](#)

[Delete Application](#)

[Submit Application](#)

[View Home Page](#)

Created: Feb 20, 2013 by Volunteer

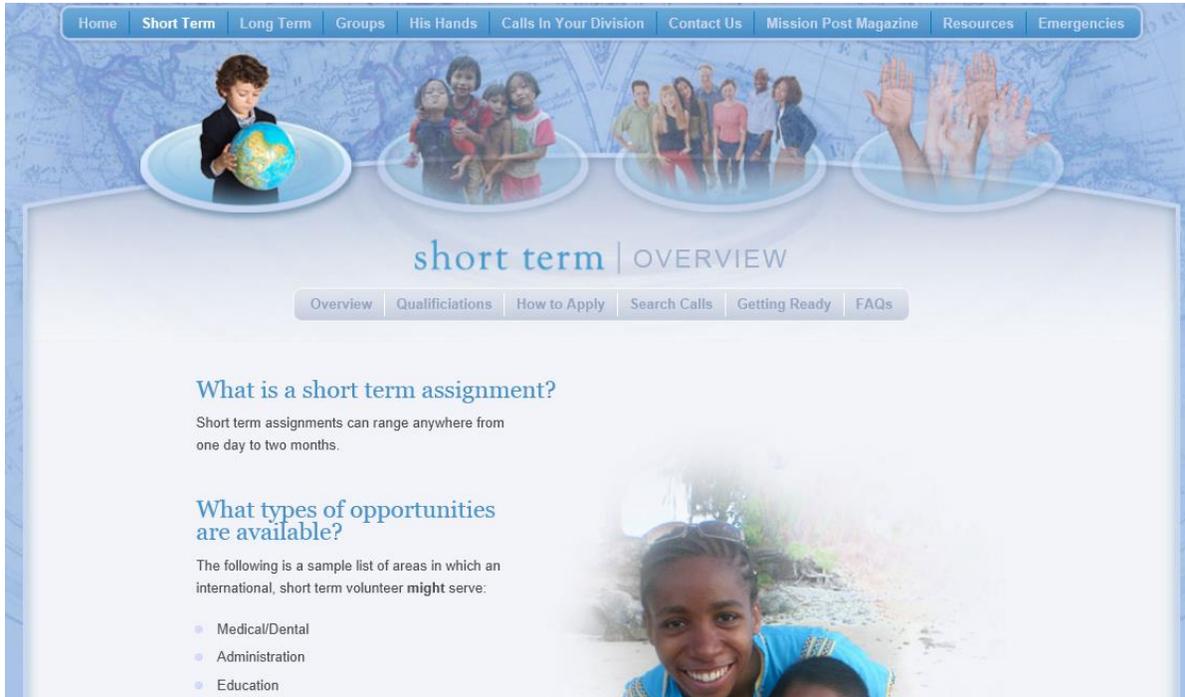
Modified: Feb 21, 2013 by Volunteer

+ II.a. Short Term

Llamados con un período de un día hasta dos meses. El gasto en el transcurso del voluntariado es compartido entre la institución que creó el llamado y el voluntario.

+ Paso 1 – “Search Calls”:

Haz clic en la opción "Search Calls", en la barra de navegación.



+ Paso 2 – Buscar Llamados

Seleccionar país de residencia, y haz clic en “List All Calls”.

+ Paso 3 – Revisar llamados

Para ver la descripción (detalles) de los mismos, haz clic en el nombre del llamado.

Ver descripción del llamado

Call ID	Position Title	Positions Requested	Positions Available	Country	Begin Date End Date
WAD.BEAH.2010.01	Relief Physician	1	1	Chad	May 1, 2010 Jun 15, 2010
WAD.BEAH.2010.03	Relief Physician	1	1	Chad	Jun 15, 2010 Jul 30, 2010
WAD.BEAH.2010.04	Relief Physician	1	1	Chad	Aug 1, 2010 Sep 30, 2010
AHI.WAD.BEAH.2011.06	Relief Physician	1	1	Chad	Jun 9, 2011 Aug 8, 2011

+ Paso 4 - Seleccionar llamados

Dentro de la descripción de uno de los llamados que tu interés, haz clic en "Add to My Interests".

short term | SERVICE REQUEST

Overview | Qualifications | How to Apply | Search Calls | Getting Ready | FAQs

[+ Add to My Interests](#) ← Seleccionar llamado

Position Title: **Relief Physician** Call ID: **WAD.BEAH.2010.01**

Request Num: **SR10720** Date Call was Listed: **Feb 3, 2010**

Status: **Active** Last Updated: **Feb 3, 2010**

Number of Positions: Requested Pending Filled Available

1	0	0	1
---	---	---	---

Position Description

Country:	Chad	Beginning Date:	May 1, 2010
Calling Organization:	Bere Adventist Hospital	Ending Date:	Jun 15, 2010
Position Type(s):	Medical	Urgent?:	No

+ Paso 5 - Crear cuenta

Para registrarte y obtener una cuenta, haz clic en el link "Create New Account". Luego, ingresa la información allí requerida. Cuando hayas terminado, haz clic en el botón "Create New Account".

adventist
volunteer
service

VOLUNTEER LOGIN

Login:
(UserName or Email)

Password:

Login

[Forgot Password](#)
or [Create New Account](#) ← **Crear cuenta**

(If you've been a volunteer before, please contact your volunteer coordinator to have them issue you a login to your account.
Or try using [Forgot Password](#) with your e-mail address.)

+ Paso 6 - Iniciar Solicitud Online

Desde aquí, asígnale prioridad a los llamados escogidos y a continuación, haz clic en "Begin Online Application" para empezar a completar tu *solicitud*.

Opcional: Para añadir más llamados a tu lista, haz clic en "Search Calls", y luego, sigue el mismo procedimiento desde el cuarto paso hasta el sexto.

Select three or more call interests then fill out an online application.

My Call Interests

or

Call ID:

Priority	# Avail	Call ID	Country	Begin Date	End Date	
	Status	Position Title				
? ▾	1	WAD.BEAH.2012.02	Chad	Sep 1, 2012	Aug 31, 2014	<input type="button" value="Delete"/>
	Active	Computer Instructor				

Asignar nivel de prioridad

Agregar llamados

Iniciar Solicitud Online

Be sure to prioritize your interests in order of preference (1 = first choice).

+ Paso 7 - Completando Solicitud Online por secciones

Para comenzar debes cambiar la modalidad de tu *solicitud online* a corto período (Short Term). Para ello, desde la sección "Instructions", haz clic en botón "Change this to a Short-Term..."; verás cómo el número de secciones a completar disminuye.

Importante: Para que tu solicitud sea procesada es necesario que **toda** la información allí requerida, esté completa (excepto lo que no se aplique a tu caso).

Page | My Application | Calls/Interests | Search Calls | My Account | Logout

Home Page view edit attachments

EDIT APPLICATION

Instructions to the Applicant

This is a Long-Term application. Change this to a Short-Term application (for calls under two months)

- *Click "Personal" (to the left) to begin application process.
- *Complete all applicable questions.
- *Use mixed (upper and lower) case.
- *Sections may be completed in any order.
- *Click the "Save and Continue" button at the end of each page before continuing to the other sections.
- *A check mark beside each section indicates that it is complete.
- *To attach your CV/Resume, or any other forms go to the attachments tab in the upper right corner.
- *Once all sections of your profile and application have been completed, click "Save and Submit."
- *Upon submission, a copy of the application will be sent to you via e-mail.
- *If you cannot complete this application in its entirety, you may logout and return at any time by entering the username/password you created at registration.

Clic para cambiar a modalidad Short Term

Login Information

Current E-mail address

UserName

New Password

Confirm Password

+ Paso 7.1 - Sección "Personal"

Aquí, deberás agregar algunos datos personales muy importantes. A partir de aquí, para avanzar a la siguiente sección, una vez que los datos requeridos estén completos, haz clic en "Save and Continue".

Personal Information

Form Sections

- Instructions
- Profile
 - Personal
 - Spouse/Children
 - Address
 - Education
 - Employment
 - Skills
- Application
 - References
 - Details
 - Calls
 - Other Forms
 - Declaration
 - Agreement
- Print View

First/Given Name (Use legal name as it appears on passport or birth certificate) **required field**

Full Middle Name(s)

Last/Family/Sur Name **required field**

Marital Status

Date of Birth **required field**

Passport Country **required field**

Year of Official Baptism/Membership **required field**

Home Division **required field** (and Union/Conference if known) Division: Union: Conference:

Sending University/Organization (if applicable)

Spouse Name (if married)

Are you volunteering as a medical professional? Yes No

If yes, what profession (doctor, dentist, nurse, etc.)?

If doctor, what specialty (general practice, surgeon, etc.)?

Highest Level of Education Completed

Name of School

Name of Degree (if applicable)

Name of Current Employer

Current Job Title

← Guardar y continuar

+ Paso 7.2 - Sección "Address"

Una vez aquí, registra tu dirección actual, una dirección permanente en caso haya que enviarte un correo y los datos de contacto en casos de emergencia.

Address

Please correct errors below.

Mailing Address/Contact Info ← Información de contacto con el voluntario

Address Line 1 (No PO Box)

Address Line 2

City **required field**

State / Province US/Canada: [Select a State/Province] Non-US:

Postal/ZIP Code

Country **required field**

Primary/Home Phone **required field**

Work Phone

Cell/Mobile Phone

Fax

E-mail Address
(e-mail address used for login and notifications)

In case of emergency please notify ← Información de contacto en caso de emergencia

Same as Mailing Address

(If no personal contact is available please provide contact person and phone number at a local church or organization.)

Name (First/Last) **required field**

Relationship

Address Line 1

Address Line 2

City **required field**

State / Province US/Canada: [Select a State/Province] Non-US:

Postal/ZIP Code

Country **required field**

Primary/Home Phone **required field**

+ Paso 7.3 - Sección "Skills": Dentro de esta sección debes detallar:

- Habilidades de trabajo.
- Idiomas (**Muy Importante**)

Home Page view edit attachments

EDIT APPLICATION

Skills

Job Skills: ← Habilidades de trabajo

Languages:

Language [Select Language] or other ← Idiomas y nivel en el que se habla

Fluency Fluent

Save Language Cancel (After saving you can add additional languages)

Save and Continue

Cancel Application
Delete Application

Submit Application
View Home Page

+ Paso 7.4 - Sección "References"

En esta sección es necesario agregar los datos de tres personas, que te recomienden para el voluntariado.

Necesariamente una de las tres personas debe ser el pastor de tu iglesia o un pastor adventista que te conozca; las otras dos personas pueden ser un compañero de trabajo o clases, un profesor o un jefe de trabajo. Para añadir los datos de estas tres personas, haz clic en *Add Reference* y completa la información allí requerida.

Home Page view edit attachments

EDIT APPLICATION

References

Unless you have been instructed otherwise, only one reference is required. Do not list relatives. List name(s) and contact information by clicking on the "Add Reference" button below where you will find the option to email the form to an individual.

[Descargar formulario](#)

I would like to [download the form](#) to print and mail it to my references.

Add Reference ← Agregar recomendación

References will be required before your application can be approved by the division.
As soon as you know what references have submitted a reference form for you, please log back in and edit this page.

Next Section

Cancel Application
Delete Application

Submit Application

+ Paso 7.4.1 – Modalidades para envío de recomendaciones

Seguidamente, se mostrará la ficha para registrar los datos de los que te recomendarán.

Importante: Las personas que registres en esta sección (“References”), deberán completar el formulario Confidential Reference (CR); documento necesario para que cada recomendación sea válida. Para hacerles llegar este documento, existen varias modalidades (como se muestra en la imagen), las cuales se explican a continuación:

- Mail: El formulario se envía al e-mail de la persona para ser completado desde ahí mismo.
- Email/Web: Se envía un enlace al e-mail de la persona. La persona accede a dicho enlace y este lo direcciona a una página web donde podrá completar el formulario.
- Other: Si ninguna de las dos formas te fuera conveniente, puedes descargar el formulario para que la persona lo llene manualmente, y luego lo adjunte en la pestaña “attachments”.

References

Unless you have been instructed otherwise, only one reference is required. Do not list relatives. List name(s) and contact information by clicking on the "Add Reference" button below where you will find the option to email the form to an individual.

I would like to [download the form](#) to print and mail it to my references.

First Name: [Text Field]

Middle Init: [Text Field]

Last Name: [Text Field]

Address Line 1: [Text Field]

Address Line 2: [Text Field]

City: [Text Field]

State / Province: US/Canada: [Select a State/Province] Non-US: [Text Field]

Postal/ZIP Code: [Text Field]

Country: [Text Field]

Phone: [Text Field]

Email Address: [Text Field]

Sending Method: [Select Method] ← **Modo de envío de formulario CR**

Date Sent: [Month] [Day] [Year] [Today]

Save Reference Cancel

References will be required before your application can be approved by the division.
As soon as you know what references have submitted a reference form for you, please log back in and edit this page.

+ Paso 7.5 - Sección “Details”

En esta sección encontrarás algunos puntos a responder, todos relacionados con gastos que, en la mayoría de llamados (Short Term), el voluntario tendrá que afrontar.

Importante: En la mayoría de llamados se requiere que el mismo voluntario pague su propio gasto de viaje. Si el voluntario no pudiera cubrir dicho gasto, es muy probable que no pueda ser aceptado para un llamado.

The screenshot shows a web application interface for editing an application. At the top, there is a navigation bar with links: Page, My Application, Calls/Interests, Search Calls, My Account, and Logout. Below this is a header with 'Home Page' on the left and 'view edit attachments' on the right. The main content area is titled 'EDIT APPLICATION' and contains a section for 'Application Details'. Under 'Financial Responsibilities', there is a text block explaining typical expenses and a form asking 'Are you able to pay for the following:'. This form has three rows: 'Travel', 'Accommodation/Food', and 'All Local Expenses', each with 'Yes' and 'No' radio buttons. A red box highlights this section, and a red arrow points to it with the text 'Gastos que el voluntario debe asumir'. Below the form is a 'Save and Continue' button. On the left side, there is a sidebar with 'Form Sections' including Instructions, Profile (Personal, Address), Application (References, Details, Calls, Other Forms, Agreement), and Print View. At the bottom, there are buttons for 'Cancel Application', 'Delete Application', 'Submit Application', and 'View Home Page'.

+ Paso 7.6 - Sección "Calls"

Si deseas agregar más llamados a tu lista, desde esta sección lo podrás hacer. Recuerda asignarles nivel de prioridad cada vez que escojas uno nuevo.

Page My Application Calls/Interests Search Calls My Account Logout

Home Page view edit attachments

EDIT APPLICATION

Call Interests

Form Sections

- Instructions
- Profile
 - Personal
 - Address
- Application
 - References
 - Details
 - Calls**
 - Other Forms
 - Agreement
- Print View

Cancel Application

Delete Application

Submit Application

View Home Page

Save

Please select and prioritize at least Three (3) calls below:

My Call Interests

Search Calls

or

Call ID: Add Call Interest

Opc: Agregar llamados

Priority	# Avail	Call ID	Country	Begin Date	End Date	
Status	Position	Title				
1	1	WAD.BEAH.2012.02	Chad	Sep 1, 2012	Aug 31, 2014	Delete
Active	Computer Instructor					

Asignar prioridad

If you are waiting for a "named" call that is not yet in the system, please describe here:

Save and Continue

+ Paso 7.7 - Sección "Other Forms"

En esta sección encontrarás dos formularios adicionales ("Beneficiary Form" y "Release of Liability"), los cuales debes completar, y adjuntar en la pestaña "Attachments". A continuación se resume en qué consisten dichos documentos:

- Beneficiary Form: En este documento se identifica quien recibirá los beneficios de la cobertura del seguro, en caso el voluntario falleciera durante su periodo de servicio.
- Release of Liability: Este formulario refleja el compromiso de la División en proporcionar un seguro para el voluntario, a cambio de la liberación de responsabilidad, en una declaración escrita.

Además de dichos formularios, es necesario que elabores tu Curriculum Vitae (CV) y de igual forma, lo adjuntes dentro de tu *solicitud*.

Home Page view edit attachments

EDIT APPLICATION

Form Sections

- Instructions
- Profile
 - ▢ Personal
 - ▢ Address
- Application
 - References
 - ▢ Details
 - ▢ Calls
 - ▢ **Other Forms**
 - ▢ Agreement
- Print View

Other Forms

Please download the following forms

and send them to your volunteer coordinator.

Please note: Your application is NOT considered complete until you have filled out these forms (and the three references) and returned all of them to your volunteer coordinator. (your coordinator is listed on your [Home Page](#) under "Primary Contacts"). You will not be considered for a volunteer position until all of these forms have been turned in.

College/University Students: If you are working with a college/university coordinator, these forms may have already been provided to you. Follow the directions your coordinator has given to you regarding these forms.

+ Paso 7.8 - Sección "Agreement"

Revisa por última vez, que la información, en tu *solicitud*, sea correcta. Lee detenidamente los acuerdos planteados en esta sección, entre el SVA y el voluntario, y responde si estás de acuerdo o no con ellos. Luego, haz clic en "Save and Submit Application".

Page My Application Calls/Interests Search Calls My Account Logout

Home Page view edit attachments

EDIT APPLICATION

Form Sections

- Instructions
- Profile
 - ▢ Personal
 - ▢ Address
- Application
 - References
 - ▢ Details
 - ▢ Calls
 - ▢ Other Forms
 - ▢ **Agreement**
- Print View

Agreement

Agreements

I agree that the information provided on this form is accurate and does not obligate the AVS Office to provide a volunteer assignment to me. Yes No

I agree to serve as a volunteer, without expectation of financial compensation or benefits normally given to church employees, although I may be provided an allowance to meet certain expenses. Yes No

I understand that while serving, I am still responsible for all of my financial obligations at home, and have made arrangements to this end, in addition to meeting any financial responsibilities entailed in my volunteer assignment. Yes No

I permit the AVS office to release my personal information to assist in processing my application. Yes No

I confirm that I will work with my Div/Union/Conf/Church to make sure the AVS insurance has been arranged. Yes No

I agree to comply with the host country's recommended immunizations and testing (e.g. TB or HIV). Yes No

By checking the Accept box below, I certify my understanding that entering my user name to access this electronic form serves as validation in lieu of a signature.

Accept Yes No

Guardar y Enviar Solicitud Online

Your application has been submitted!

Tu solicitud ha sido enviada con éxito

What Happens Now?

In order for your application to be complete, you must turn in all of the following forms to your volunteer coordinator (if you are working with a college/university coordinator, these may have already been provided to you. Follow the directions your coordinator has provided to you regarding these forms):

- 3 completed references
- CV
- Health Certificate
- Beneficiary Form
- Release of Liability Form
- *Preparation for Mission* online course (or equivalent if attending a college/university missions class)

View your [Home Page](#) for more information.

When your volunteer coordinator receives all of your paperwork, he or she will screen your application and approve you to be a volunteer. Then, your application will be sent for consideration to your top call interest if it is available. If you are not accepted for that position, your application will be forwarded to your second call interest, and so on.

Once you are accepted for a volunteer position, you will be notified, and your name will be voted in the General Conference Mission Personnel Processing Committee. Please note: you should **NOT** buy a plane ticket until your name has been voted through the committee.

Profile

Personal Complete

Spouse/Children Complete

Address Complete

Education Complete

Employment Complete

Skills Complete

Application

References

Details Complete

Org Instructions Complete

Calls Complete

Other Forms Complete

Declaration Complete

Agreement Complete

Estado de la Solicitud Online: Para conocer el estado de tu *solicitud online*, es decir, en qué fase del proceso de aprobación estás, accede a la sección “Home Page”, y verifica en el apartado “Volunteer Status Message”.

Home Page
My Application
Calls/Interests
Search Calls
My Account
Logout

Application (VS)
View Edit

Type:	Term	Div / Field:	/	Created:	Dates Available:
Status:	Pending Sending Union Approval	Inst:		Submitted:	Scope:

Estado de solicitud del Voluntario

Volunteer Status Message Your application is awaiting approval by the volunteer's sending union.

If you haven't already, please download, complete and attach, fax, or email the following forms to your Primary Contact(s) listed below. Note: Scanned documents are best attached as TIF or PDF files. **College/University Students:** If you are working with a college/university coordinator, directions regarding these forms **may** have already been provided to you. Follow the directions your coordinator has given to you regarding these forms.

- [Health Certificate](#)
- [Beneficiary Form](#)

- [Reference Forms--Three\(3\)](#)
- [Resume / CV](#)

Continúa con el proceso para ser voluntario: *Pasos para ser voluntario.* ([Link a la sección "Pasos para ser voluntario"](#)).