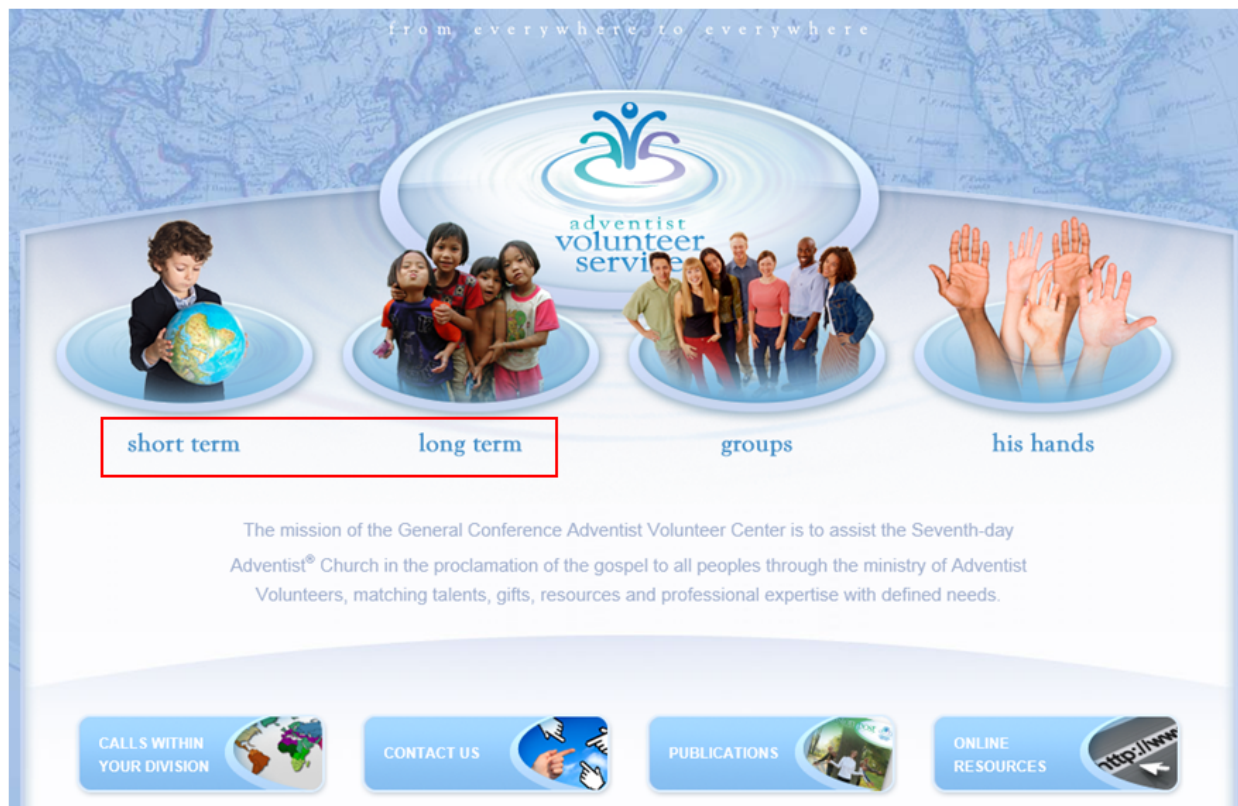


Manual para o Cadastro Online

Este guia foi criado para ajudá-lo a preencher o seu cadastro online. Contém 16 passos, descritos abaixo.

+ I.- PARA COMEÇAR

Acesse a página www.adventistvolunteers.org para escolher uma modalidade de chamado (solicitação de serviço voluntário). Escolhe uma das duas modalidade que o SVA oferece: Curto Prazo ("Short Term") e Longo Prazo ("Long Term"). As modalidades "Groups" e "His hands" não estão disponíveis no momento.



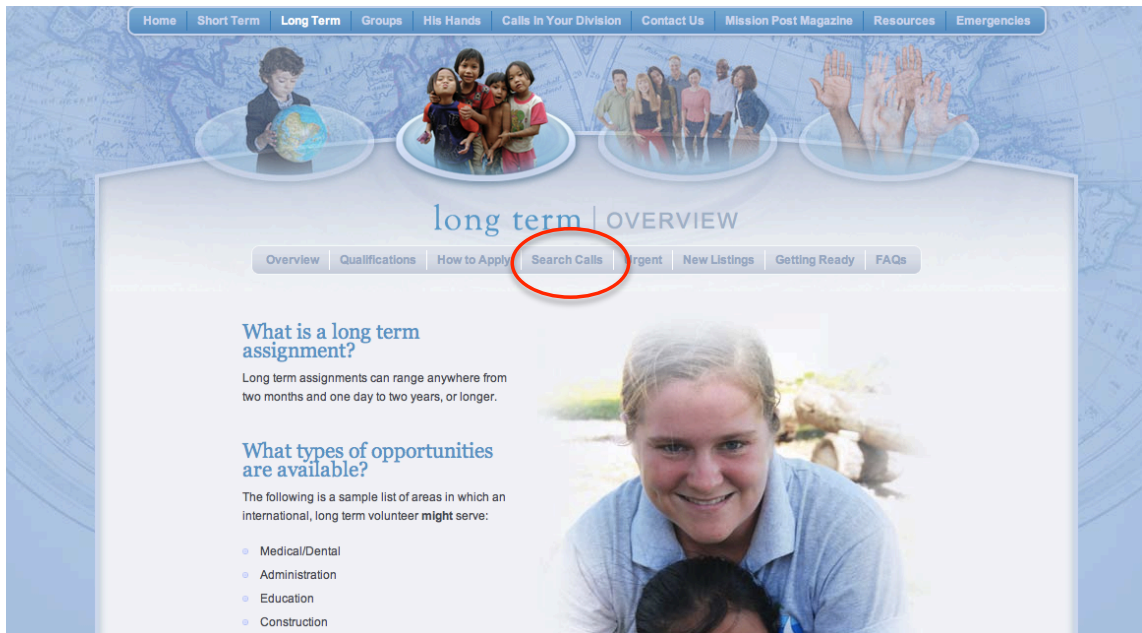
+ II.- MODALIDADES

+ II.a. Long Term

São chamados com uma duração de dois meses a um ano ou mais. O gasto do transcurso do voluntariado é dividido entre a instituição que fez o chamado e o voluntário.

+ Passo 1 – “Search Calls”

Faça clique na opção “Search Calls”, na barra de navegação.



+ Passo 2 – Selecionar opção de busca

Selecione o país onde você reside ("Country in which you currently reside") e depois clique em "List All Calls". O resto de filtros de busca é optativo.

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."

Country in which you currently reside:

Type of Position:

Country: # of positions available in brackets

Search for calls from: Division:

Union:

Conference:

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

Search for a specific institution:

Search for calls supervised by:

Select all financial call types you are interested in:

☒ Regular Calls For individuals who offer their services freely without expectation of financial compensation, but who may be provided an allowance to meet certain expenses.

☒ HisHands Calls For sponsored individuals able to serve at no expense to the calling organization.

☒ Supported Calls For individuals who cannot offer their services on a volunteer basis. Expenses will be paid and a significant allowance is provided which exceeds local costs of living.

←

+ Passo 3 – Verificar os chamados:

Para ver a descrição dos mesmos, clicar no chamado do seu interesse.

Importante: Leia atentamente a descrição de cada chamado, em especial: 1) a data do início e término do chamado, 2) as tarefas que o voluntário vai realizar, 3) os requisitos do idioma (seção “Qualifications”), 4) as responsabilidades financeiras (seção “Finances”), e 5) os requisitos da visa e vacinas (seção “Travel and Visa”)

short term | SEARCH RESULTS

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

Current Search: Vol From D/U/C = North American Division (remove)
Named Call = False (remove)
Service Type = Short Term (remove)

Limit search results by: [Select Search Type] : Refine Search

First - Previous Displaying 1 - 8 of 8 Next - Last Page 0 of 0 Go

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

+ Passo 4 – Selecionar chamados:

Ao encontrar um chamado do seu interesse, faça um clique em “Add to My Interests” (Adicionar a Meus Interesses). Deve escolher aproximadamente três diferentes opções.

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

[Add to My Interests](#)

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

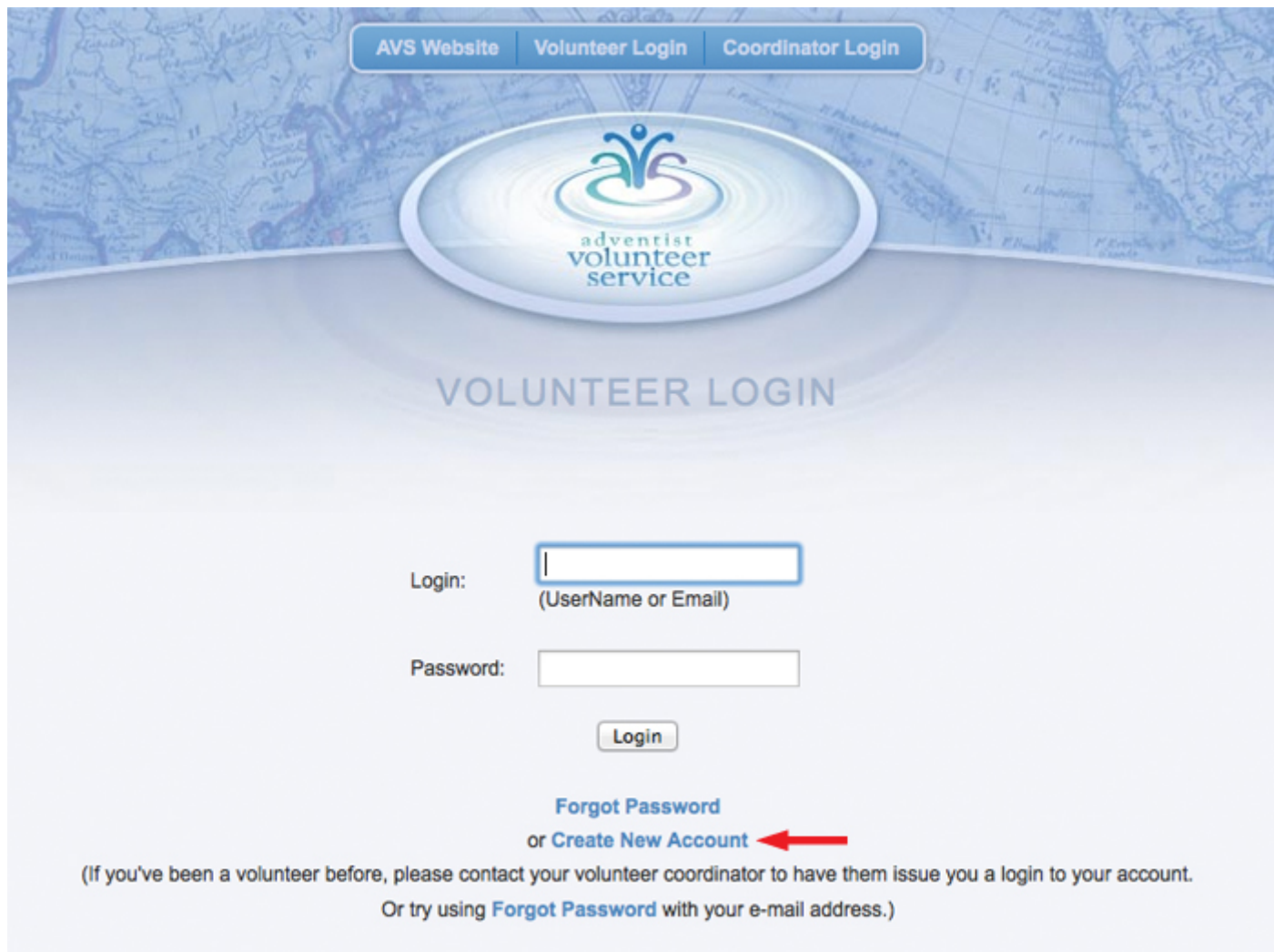
Position Type(s): Medical Urgent?: No

Length of Service: Application Deadline:

+ Passo 5 - Criar Conta:

Importante: Se você já possui uma conta, atualize-a com os seus dados para continuar com o seguinte passo.

Faça um clique em “Create New Account” (Criar Nova Conta).



AVS Website Volunteer Login Coordinator Login

adventist
volunteer
service

VOLUNTEER LOGIN

Login:
(UserName or Email)

Password:

Login

[Forgot Password](#)
or [Create New Account](#)

(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.)

+ Passo 6 – Iniciar Cadastro Online:

Aqui você pode adicionar mais chamados à sua lista. Depois atribua prioridade a cada chamado escolhido, e faça um clique em “Begin Online Application” (Preencher Cadastro Online).

Opcional: Para colocar mais chamados à sua lista, dê um clique no botão “Search calls”, depois, segue o mesmo procedimento do passo 4.



Adventist Volunteer Service
from everywhere to everywhere

Name: test, test VoID: V24980

Home Page 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: Add Call Interest

Priority	# Avail	Call ID	Status	Position Title	Country	Begin Date	End Date	
1	1	WAD.BEAH.2010.01	Active	Relief Physician	Chad	May 1, 2010	Jun 15, 2010	Delete

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

Begin Online Application

Go to Home Page

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

+ Passo 7 – Preencher Cadastro Online por seções:

Inicialmente você não precisa fazer mudanças na seção “Instruccion”, a não ser que você queira mudar seu login e senha.

Importante: Não se esqueça de clicar em “Save and Continue” (Salvar e Continuar) ao completar cada item.

The screenshot shows the 'EDIT APPLICATION' page with a sidebar on the left containing 'Form Sections' like Instructions, Profile, Address, Application, References, Details, Calls, Other Forms, and Agreement. The main content area is titled 'Instructions to the Applicant' and lists steps for completing the application. A red arrow points to the 'Save Login Information' button in the 'Login Information' section.

Instructions to the Applicant

This is a Short-Term application. [Change this to a Long-Term application \(for calls over two months\)](#)

- * 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.

Login Information

Current E-mail address

UserName

New Password

Confirm Password

[Save Login Information](#)

Created: Jul 12, 2012 by Volunteer Modified: Jul 23, 2013 by Volunteer

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

+ Passo 7.1 – Seção “Personal”:

Aqui você deve adicionar alguns dados pessoais muito importantes.

The screenshot shows the 'EDIT APPLICATION' page with the 'Personal Information' section active. The sidebar on the left shows 'Form Sections' with 'Personal' selected. The main content area contains various fields for personal information, including name, gender, marital status, date of birth, passport information, and church membership. A red arrow points to the 'Save and Continue' button at the bottom.

Personal Information

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

Full Middle Name(s)

Last/Family/Sur Name

Maiden/Birth Name (if different)

Preferred (Nick) Name

Gender

Marital Status

Date of Birth

Passport Country

Passport Number

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

Year of Official Baptism/Membership

Church currently attending

Home Country

Home Division (and Union/Conference if known)

Sending Country or Current Country of Residence

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

Sending University/Organization (if applicable)

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](#)

Se você é casado(a) e/ou tem filhos, preencha a informação aqui solicitada.

Importante: No caso a esposa(o) for acompanhar o voluntario, leia, preencha e anexe os formulários como aparecem na imagem abaixo. Você pode também encontrar estes formulários e mais na [Seção Documentos para a Solicitação Online](#). [Link para a seção "Recursos e Materiais/Documentos para Solicitud Online"\)](#).

Caso contrário, marca as opções "I have no spouse" e/ou "I have no children" e diretamente clique em "Save and Continue"

The screenshot shows the 'EDIT APPLICATION' form for 'Spouse/Children' information. The form is divided into two main sections: 'Spouse (Husband/Wife) Information' and 'Child(ren) Information'. The 'Spouse' section includes fields for name, travel status, planning to serve, birth date, church membership, baptism year, passport country, and passport number. It also has checkboxes for 'I have no spouse' and 'I have no children'. A list of required forms for the spouse is provided, including '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', 'Spouse Confidential Reference', and 'Spouse Health Form'. The 'Child(ren) Information' section includes fields for name, travel status, birth date, passport country, and passport number, with a 'Save Child' button. A 'Reactivate Application' button is located at the bottom left. The form is titled 'EDIT APPLICATION' at the top right.

+ Passo 7.3 – Seção “Address”

Aqui você registra seu endereço atual, um endereço permanente, caso seja necessário que enviemos correspondência, e seus dados de contato em caso de emergência.

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

View Home Page

Address

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

Same as Current 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

+ Passo 7.4 – Seção “Education”

Aqui você preenche com o nível de educação que foi completado até o momento (colégio/superior), preenchendo também o lugar da formação colégio/instituto superior.

Finalmente, tendo concluído esta seção, clique no “Save and Continue”.

Form Sections

Instructions

Profile

Personal

Spouse/Children

Address

Education

Employment

Skills

Application

References

Details

Calls

Other Forms

Declaration

Agreement

Print View

Reactivate Application

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

Dezembro, 2009 (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

/

Save School

Cancel

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

Save and Continue

+ Passo 7.5 – Seção “Employment”

Se você possui experiência profissional, aqui é onde deve ser especificada. Caso contrário, marca a opção “I have no previous work experience” e diretamente clique em “Save and Continue”

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

End Date

Reason For Leaving

☐ Employment History Complete

+ Paso 7.6 - Seção “Skills”

Dentro desta seção você deve detalhar:

- Teus hobbies, talentos e interesses.
- Habilidades de trabalho
- Experiências previas no voluntariado
- Idiomas (**muito importante**)
- Motivos para ser voluntario e a sua experiência no testemunho cristão

EDIT APPLICATION

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

View Home Page

Skills

Special Interests, Hobbies and Talents:
(including achievements, awards, competitions, community involvement, sports, art, music, etc.)

Job Skills:

Volunteer Experience:

Languages:

Language [Select Language] or other

Fluency Fluent

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

Motivation/Experience:

Describe your motivation for service in at least 50 words.

Describe your experience in Christian witnessing in at least 50 words.

Especifica el/los idioma(s) que hablas, y en con que fluidez

+ Paso 7.7 - Seção "References"

Nesta seção, você deve adicionar os dados de três pessoas que recomendam você para o voluntariado.

Importante: Uma dessas pessoas necessariamente tem que ser o pastor da sua igreja, outros podem ser um colega ou chefe de trabalho, colega de estudo de estudo, ou um professor. Para começar a adicionar os dados das três pessoas, clicar no botão "Add Reference"

Adventist Volunteer Service
from everywhere to everywhere

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

EDIT APPLICATION

Form Sections

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

References

Three (3) Confidential Reference forms are required before your application can be approved by the division: One from a Pastor or Elder references either from your school or workplace. Do not list relatives.

List names and contact information by clicking on the "Add Reference" button below where you will find the option to email the form to an individual.

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 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.

Add Reference

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

Adicionar recomendações

+ Paso 7.7.1 – Modalidades para o envio das recomendações:

Existem três formas de enviar as recomendações. Após clicar no botão “Add Reference” aparecerá uma ficha para registrar os dados das três pessoas que te recomendarão.

Você pode enviar por:

- **Mail:** Este formulário é enviado ao e-mail das pessoas para que possa ser preenchido.
- **E-mail/ Web:** Se você quiser enviar o formulário “Confidential Reference” por e-mail ou site web, especificá-lo na opção “Sending Method”.
- **Other:** Se nenhuma das duas opções seja desejável, baixar o formulário para que as pessoas preencham manualmente, logo assinar, escanear e anexar junto com os documentos na pasta “Attachments”.

+ Passo 7.8 – Seção “Details”

Nesta seção você pode modificar o país de residência, especificar que instituição está te enviando e selecionar as áreas de interesse para servir.

Na última parte desta seção você encontrará dois pontos a ser respondidos:

- “I can raise travel expenses if required” (se você pode pagar os gastos da viagem);
- “I am able to raise significant funding” (se você pode coletar um fundo significativo, caso a instituição não possa pagar um estipêndio).

Importante: A maioria de chamados requer que o voluntário pague seu próprio gasto de viagem. Se o voluntário não puder cobrir estes gastos, é muito provável que não seja aceito.

☐ 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.

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

☐ Yes ☐ No
☐ Yes ☐ No

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

Save and Continue

+ Paso 7.9 - Seção “Calls”

Aqui você define o período de disponibilidade para o voluntariado. Além disso, você pode adicionar novos chamados e eliminar os existentes (seguindo o passo 4).

Form Sections

Instructions

Profile

Personal

Spouse/Children

Address

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Print View

Cancel Application

Delete Application

Submit Application

View Home Page

Call Interests

Dates of availability:

Beginning: [Month] [Day] [Year] required

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

Priority	# Avail	Call ID	Country	Begin Date	End Date	
1	1	SAD.CSCHC.2012.01	Chile	Nov 1, 2012	Aug 30, 2013	Delete
2	4	TED.DJC.2013.01	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 7.10 - Seção "Other Forms"

Nesta seção há três formulários a ser preenchidos além do documento "Confidential Reference". Além destes formulários, é necessário anexar o seu Curriculum Vitae (CV).

Anexar estes na pasta chamada "Attachments"

- Beneficiary Form: Neste documento se identifica quem receberá os benefícios da cobertura do seguro, caso o voluntario venha falecer durante o período de serviço.
- Release of Liability: Este formulário reflete o compromisso da Divisão em proporcionar um seguro para o voluntario, em troca da liberação de responsabilidade, em uma declaração escrita.
- Health Certificate (HC): é um formulário sobre seu estado de saúde, onde a informação deverá ser proporcionada por um médico, incluindo a assinatura.

Adventist Volunteer Service
from everywhere to everywhere

Name: test, test Vol ID: V24980

My Application Calls/Interests Search Calls My Account Logout

Home Page view edit attachments

EDIT APPLICATION

Other Forms

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

Cancel Application Delete Application

Adventist Volunteer Service
from everywhere to everywhere

Name: test, test Vol ID: V24980

My Application Calls/Interests Search Calls My Account Logout

view edit attachments

ATTACHED FILES

Name: test, test	Sending Org: SAD	Sending Div: SAD	Country: Brazil	Status: Unsubmitted Application	Vol ID: V24980
Call ID:	Position Title:	Begin Date:	End Date:		App ID: VS118019

Date	FileName	Description
File:	Browse...	Description: Attach File

Note: Scanned in documents are best attached as TIF or PDF files.

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

+ Passo 7.11 - Seção “Declaration”

Nesta parte encontraremos dois documentos que envolvem aspectos éticos e compromissos estabelecidos para o programa do SVA, o qual deve ser lido em sua totalidade, pois são de muita importância. Ao finalizar a leitura, responde as perguntas, se você está ou não de acordo com o conteúdo lido.

Form Sections

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Cancel Application

Delete Application

Submit Application

View Home Page

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

Accept

Yes

No

* Required field

Save and Continue

+ Passo 7.4 – Seção “Agreement”

Uma vez aqui, leia e complete a seção “Agreement” (Consentimento) e responda se você está de acordo com ela. E finalmente, faça um clique em “Save and Submit Application”, para que seu cadastro seja enviado para ser revisado.

Adventist Volunteer Service

from everywhere to everywhere

Name

Vol ID

test, test

V24980

Home Page

My Application

Calls/Interests

Search Calls

My Account

Logout

view

edit

attachments

EDIT APPLICATION

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 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

+ II.a. Short Term

Chamados com um período de um dia até dois meses. O gasto do transcurso do voluntariado é dividido entre a instituição que criou o chamado e o voluntário.

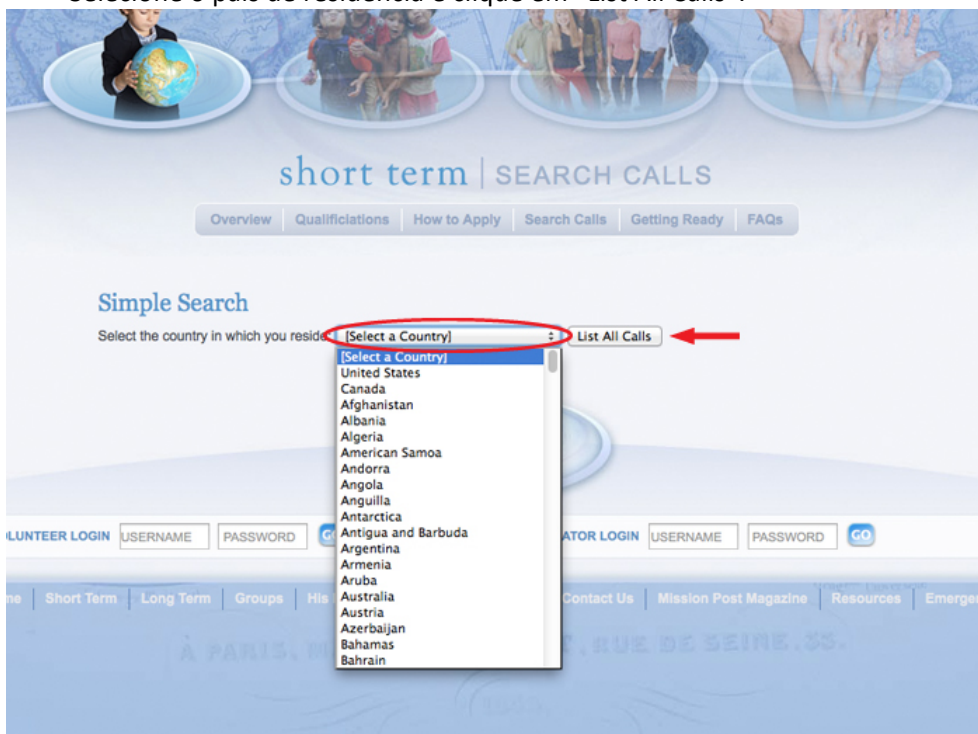
+ Paso 1- “Search Calls”

Clique na opção “Search Calls”, na barra de navegação.



+ Paso 2 – Procurar Chamados

Selecione o país de residência e clique em “List All Calls”.



+ Passo 3 – Verificar os chamados

Para ver a descrição dos mesmos, clicar no chamado do seu interesse.

short term | SEARCH RESULTS

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

Current Search: Vol From D/U/C = North American Division (remove)
Named Call = False (remove)
Service Type = Short Term (remove)

Limit search results by: [Select Search Type] Refine Search

First - Previous Displaying 1 - 8 of 8 Next - Last Page 0 of 0 Go

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

+ Passo 4 – Selecionar chamados:

Ao encontrar um chamado do seu interesse, faça um clique em “Add to My Interests” (Adicionar a Meus Interesses). Deve escolher aproximadamente três diferentes opções.

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

+ Add to My Interests

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
Length of Service:		Application Deadline:	

+Passo 5- Criar conta:

Importante: Se você já possui uma conta, atualize-a com os seus dados para continuar com o seguinte passo.

Faça um clique em “Create New Account” (Criar Nova Conta).

+ Passo 6 – Iniciar Cadastro Online:

Aqui você pode adicionar mais chamados à sua lista. Depois atribua prioridade a cada chamado escolhido, e faça um clique em “Begin Online Application” (Preencher Cadastro Online).

Opcional: Para colocar mais chamados à sua lista, dê um clique no botão “Search calls”, depois, segue o mesmo procedimento do passo 4.

Adventist Volunteer Service
from everywhere to everywhere

Name: test, test Vol ID: V24980

Home Page | 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: Add Call Interest

Priority #	Avail	Call ID	Status	Position Title	Country	Begin Date	End Date	
1	1	WAD.BEAH.2010.01	Active	Relief Physician	Chad	May 1, 2010	Jun 15, 2010	Delete

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

Begin Online Application

Go to Home Page

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

+ Passo 7 – Preencher Cadastro Online por seções:

Inicialmente você não precisa fazer mudanças na seção “Instruccion”, a não ser que você queira mudar seu login e senha.

Importante: Não se esqueça de clicar em “Save and Continue” (Salvar e Continuar) ao completar cada item.

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

Home Page view edit attachments

EDIT APPLICATION

Instructions to the Applicant

This is a Short-Term application. [Change this to a Long-Term application \(for calls over two months\)](#)

- * 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.

Form Sections

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

Reactivate Application

Login Information

Current E-mail address

UserName

New Password

Confirm Password

Save Login Information

Created: Jul 12, 2012 by Volunteer Modified: Jul 23, 2013 by Volunteer

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+ Passo 7.1- Seção “Personal”

Aqui você deve adicionar alguns dados pessoais muito importantes.

+ Passo 7.2- Seção “Address”

Aqui você registra seu endereço atual, um endereço permanente, caso seja necessário que enviemos correspondência, e seus dados de contato em caso de emergência.

+ Passo 7.3- Seção “Skills”

Nesta seção você deve detalhar:

- Habilidades de trabalho;
- Idiomas (**muito importante**).

+ Passo 7.4- Seção “Reference”

Nesta seção, você deve adicionar os dados de três pessoas que recomendam você para o voluntariado.

Importante: Uma dessas pessoas necessariamente tem que ser o pastor da sua igreja, outros podem ser um colega ou chefe de trabalho, colega de estudo de estudo, ou um professor. Para começar a adicionar os dados das três pessoas, clicar no botão “Add Reference”

+ Paso 7.4.1 – Modalidades para o envio das recomendações:

Existem três formas de enviar as recomendações. Após clicar no botão “Add Reference” aparecerá uma ficha para registrar os dados das três pessoas que te recomendarão.

Você pode enviar por:

- **Mail:** Este formulário é enviado ao e-mail das pessoas para que possa ser preenchido.
- **E-mail/ Web:** Se você quiser enviar o formulário “Confidential Reference” por e-mail ou site web, especificá-lo na opção “Sending Method”.
- **Other:** Se nenhuma das duas opções seja desejável, baixar o formulário para que as pessoas preencham manualmente, logo assinar, escanear e anexar junto com os documentos na pasta “Attachments”.

+ Paso 7.5 – Seção “Details”

Nesta seção você pode modificar o país de residência, especificar que instituição está te enviando e selecionar as áreas de interesse para servir.

Na última parte desta seção você encontrará dois pontos a ser respondidos:

- “I can raise travel expenses if required” (se você pode pagar os gastos da viagem);
- “I am able to raise significant funding” (se você pode coletar um fundo significativo, caso a instituição não possa pagar um estipêndio).

Importante: A maioria de chamados requer que o voluntario pague seu próprio gasto de viagem. Se o voluntario não puder cobrir estes gastos, é muito provável que não seja aceito.

+ Paso 7.6 - Seção “Calls”

Aqui você define o período de disponibilidade para o voluntariado. Além disso, você pode adicionar novos chamados e eliminar os existentes (seguindo o passo 4).

+ Paso 7.7 - Seção “Other Forms”

Nesta seção há três formulários a ser preenchidos além do documento “Confidential Reference”. Além destes formulários, é necessário anexar o seu Curriculum Vitae (CV).

Anexar estes na pasta chamada “Attachments”

- Beneficiary Form: Neste documento se identifica quem receberá os benefícios da cobertura do seguro, caso o voluntario venha falecer durante o período de serviço.
- Release of Liability: Este formulário reflete o compromisso da Divisão em proporcionar um seguro para o voluntario, em troca da liberação de responsabilidade, em uma declaração escrita.

The screenshot shows a web interface for editing an application. On the left is a sidebar with 'Form Sections' including Instructions, Profile (Personal, Address), Application (References, Details, Calls, Other Forms, Agreement), and Print View. The 'Other Forms' section is active. The main content area is titled 'Other Forms' and contains the following text:

Please download the following forms

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

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.

At the bottom of the main content area is a 'Save and Continue' button. Below the sidebar are buttons for 'Cancel Application', 'Delete Application', and 'Submit Application'.

+ Paso 7.8 - Seção “Agreement”

Uma vez aqui, leia e complete a seção “Agreement” (consentimento) e responde se você está de acordo com ela. E finalmente, faça um clique em “Save and Submit Application”, para que seu cadastro seja enviado para ser revisado.

+ III.- CONFIRMAÇÃO

Uma vez que você clicou no botão “Save and Submit Application”, e se toda a informação do teu cadastro está completa, aparecerá uma janela de confirmação como aparece a continuação.

Enviar Cadastro: Para enviar o seu cadastro para que seja reavaliada e continue com o processo de aprovação, aperte no botão “Submit Application”.

Calls/Interests	Search Calls	My Account	Logout
------------------------	---------------------	-------------------	---------------

This application is complete and is ready for submission (you must click on the "Submit Application" button below).

Your application will be sent to: " " " "

Any comments you'd like to send with your application?

Submit Application

Enviar Solicitud Online

Cadastro enviado corretamente: Finalmente, se o seu cadastro foi enviado com êxito, aparecerá uma mensagem na tela como mostra a imagem abaixo:

Profile Personal Complete Spouse/Children Complete Address Complete Education Complete Employment Complete Skills Complete Application References Complete Details Complete Org Instructions Complete Calls Complete Other Forms Complete Declaration Complete Agreement Complete	Your application has been submitted! 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 • <i>Preparation for Mission</i> 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.
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Tu solicitud ha sido enviada con éxito

Estado do Cadastro Online: Para conhecer o estado do cadastro online, ou seja, em que fase do processo de aprovação você está, acessa na seção "Home page", e verifica seu estado em "Volunteer Status Message".

Home Page

Application
View Edit

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

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

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

• Your online application has now been submitted. It is not complete until you print out, fill in, sign and either attach or return these forms (listed above) to your local volunteer coordinator (listed below).

← Estado Cadastro Online

+ IV.- PROCESSO DE APROVAÇÃO

Depois de submeter sua aplicação, é isso que vai acontecer:

1. Aprovação/não aprovação de sua União (Notificação via e-mail)
2. Aprovação/ não aprovação da DSA (Notificação via e-mail)
3. Revisão da Associação Geral
4. Aprovação/ não aprovação da instituição que fez o chamado (Notificação via e-mail).
5. Notificação pelo e-mail de ter sido votado pela Conferência Geral.

Importante: Mesmo já ter sido aprovado pela Conferencia Geral para ser voluntario, não compre a passagem ainda. Volta na seção [Passos para ser voluntario](#) e continua com o processo descrito ali. (Link a seção "Passos para ser Voluntário")

*Caso tenha qualquer dúvida ou consulta a fazer, entre em contato conosco em voluntarios@adventistas.org.br

Continúa com o seguinte passo para ser voluntário: [Passos para ser voluntario](#). (Link a la sección "Passos para ser voluntario")