



INTERNATIONAL COOPERATION PROGRAMS

PROJECT OVERSEAS 2011

Teachers Teaching Teachers

(A joint endeavor by the Canadian Teachers' Federation and its Members to give professional assistance to teachers in developing countries.)

Please note that the application is divided into two sections. A copy of Section A, containing information of a general nature and related to academic background and professional experience, will be sent to the host organization overseas.

Section B asks for information of a more personal nature and access to it will be restricted to the National Selection Committee, your Team Leader, and to the staff of CTF's International Programs.

PLEASE BE SURE TO CALL OR LOG ON TO YOUR TEACHER ORGANIZATION'S WEB SITE FOR APPLICATION INFORMATION, ADDITIONAL REQUIREMENTS AND DEADLINE INFORMATION FOR PROJECT OVERSEAS APPLICANTS.

Please read the following before applying:

1. All applicants must:
 - be a member of a provincial or territorial teacher organization that supports PO
 - hold a valid teachers' certificate
 - have completed at least five years of teaching in Canada before the Project Overseas assignment commences
 - be a Canadian citizen
 - be in excellent health and able to work in developing country conditions (a doctor's letter is required)
 - show evidence of flexibility, mature judgment, and a strong willingness to put the team and project needs above personal needs
 - at the time of application, hold a Canadian passport valid for at least 6 months after the Project Overseas assignment concludes; note - proof that a passport application has been made will be accepted
2. The travel and living expenses of participants are covered by contributions from CTF Members (provincial or territorial teacher organizations), also by contributions from the Canadian International Development Agency and the Canadian Teachers' Federation.
3. Travel to the host country will be arranged by CTF in accordance with the Travel Guidelines established by the Trustees of the CTF Trust Fund. These guidelines state: "THAT, efforts be made to apply the lowest possible airfares for travel associated with Project Overseas that are consistent with the objectives of the program." Consequently, CTF will arrange travel by the most direct and most economical route and will purchase, whenever possible, excursion air tickets with the limitations that apply to such tickets.
4. The commitment to Project Overseas is considerable both in and out of the classroom while in the host country. In addition to long teaching days, you will be expected to participate in activities arranged by the Host organization. These could include social events as well as meetings with the Ministry of Education representatives, the Executive of the Host organization, etc.

5. Because of the nature of the Project, participants are not allowed to be accompanied by friends or family during the Orientation program or during the placement overseas.
6. Participants must accept that a project may be cancelled at the last minute due to unforeseen circumstances. In the event of cancellation, CTF cannot guarantee placement on another team.
7. For budgetary and safety reasons, it is the usual practice that Project Overseas participants share accommodation with one or more colleagues.
8. Participants are not permitted to drive a motorized vehicle during their stay abroad. The teachers' organization overseas is usually responsible for providing transportation in connection with the Project. Other necessary transportation will be arranged by the Team Leader.
9. There is considerable benefit to sharing Project Overseas experiences upon return to Canada. Participants are encouraged to speak at meetings of their teacher organization, community groups and school, and to participate in appropriate consultations and other events. Participants are also encouraged to write articles about their experiences and submit them for publication wherever possible.
10. Project Overseas (PO) operates in Africa, Asia, the Caribbean and, occasionally, elsewhere. Participants must be prepared to be assigned to any location where there is a CTF Project.
11. CTF is not usually able to confirm the program dates until *after* the teams are formed. Programs usually take place in July and August, however, the commitment to PO begins in February, as team members work together to prepare workshop materials (via the internet and teleconferences), communicate and collaborate with their assigned co-tutor, conduct research on their country of assignment, etc.,
12. Participants will be required to send their valid passport to the designated travel agent in order to secure required visas as early as May, 2011. Passports will be returned during the Orientation Program, prior to departure for country of assignment.

Sponsoring Member Organizations

The Alberta Teachers' Association (ATA)
Phone: 780-447-9400 / 1-800-232-7208 (Canada)
www.teachers.ab.ca

Saskatchewan Teachers' Federation (STF)
Phone: 306-373-1660 / 1-800-667-7762 (Canada)
www.stf.sk.ca

The Manitoba Teachers' Society (MTS)
Phone: 204-888-7961 / 1-800-262-8803 (MB)
www.mbteach.org

Association des enseignantes et des enseignants
franco-ontariens (AEFO)
Phone: 613-244-2336 / 1-800-267-4217 (Canada)
www.aefo.on.ca

Elementary Teachers' Federation of Ontario (ETFO)
Phone: 416-962-3836 / 1-888-838-3836 (Canada)
www.etfo.ca

Ontario English Catholic Teachers' Association (OECTA)
Phone: 416-925-2493 / 1-800-268-7230 (ON)
www.oecta.on.ca

Quebec Provincial Association of Teachers (QPAT)
Phone: 514-694-9777
www.qpat-apeq.qc.ca

Association des enseignantes et des enseignants
francophones du Nouveau-Brunswick (AEFNB)
Phone: 506-452-8921
www.aefnb.nb.ca

New Brunswick Teachers' Association (NBTA)
Phone: 506-452-8921
www.nbta.ca

Nova Scotia Teachers Union (NSTU)
Phone: 902-477-5621 / 1-800-565-6788 (NS)
www.nstu.ca

Prince Edward Island Teachers' Federation (PEITF)
Phone: 902-569-4157
www.peitf.com

Newfoundland and Labrador Teachers' Association (NLTA)
Phone: 709-726-3223 / 1-800-563-3599 (NL)
www.nlta.nl.ca

Northwest Territories Teachers' Association (NWTTA)
Phone: 867-873-8502
www.nwtta.nt.ca

Nunavut Teachers' Association (NTA)
Phone: 867-979-0750
www.ntanu.ca

Yukon Teachers' Association (YTA)
Phone: 867-668-6777
www.yta.yk.ca

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APPLICATION

PLEASE COMPLETE AND RETURN THIS APPLICATION FORM TO:

YOUR PROVINCIAL OR TERRITORIAL TEACHER ORGANIZATION

DEADLINE FOR RECEIPT OF APPLICATION IS FRIDAY, NOVEMBER 5, 2010

SECTION A: PLEASE TYPE OR PRINT

(Please underline name you go by)			
Name: (First)	(Middle)	(Last)	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Name as it appears in Canadian passport:			
Canadian Passport Number:		Expiration Date:	
PLEASE ATTACH A PHOTOCOPY OF PAGES 2-3 OF YOUR CANADIAN PASSPORT TO THIS FORM OR PROVIDE PROOF OF YOUR PASSPORT APPLICATION			
Date of birth:		Birthplace (optional):	
Home address:		City:	Postal Code:
Name of, and distance (km) from, the nearest airport:			
Home phone #:		Cellular/Other:	
SCHOOL OR INSTITUTION:			
Present Position:		If retired, state month & year:	
School/Work Address:			
School Phone #:		Fax:	
<u>Preferred</u> e-mail:		Alternate e-mail:	

Please provide the following:	
Date of last day of school in Canada:	
Date on which your school will open in the fall:	
Latest date by which you must arrive home after the assignment:	

Name of applicant: _____

PLEASE COMPLETE THIS PAGE AND DO NOT SEND RESUMÉ/CURRICULUM VITAE

ACADEMIC BACKGROUND (Please list beginning with most recent)

NAME AND LOCATION OF TEACHER TRAINING INSTITUTION, UNIVERSITY AND RECENT SUMMER COURSE <small>(continue on separate page if necessary)</small>	DATES	DEGREE/CERTIFICATE RECEIVED	MAJOR AREA OF STUDY

TEACHING BACKGROUND (Please list beginning with most recent)

SCHOOL AND LOCATION	POSITION (e.g., Teacher, Principal, Dept. Head)	GRADES TAUGHT	SUBJECTS TAUGHT	DATES (YEAR) FROM TO

OTHER RELEVANT WORK OR PROFESSIONAL DEVELOPMENT EXPERIENCE

(Do not list short-term or summer positions)

JOB or WORKSHOP/COURSE TITLE/FOCUS	DATES	CERTIFICATE, WORKING PAPER, ETC. WHERE APPLICABLE	LOCATION

LEVEL OF LINGUISTIC ABILITY (please **circle** appropriate choice for **each category**)

ENGLISH				FRENCH
Poor/Fair/Good/Excellent	←	ORAL COMPREHENSION	→	Poor/Fair/Good/Excellent
Poor/Fair/Good/Excellent	←	WRITTEN COMPREHENSION	→	Poor/Fair/Good/Excellent
Poor/Fair/Good/Excellent	←	ORAL EXPRESSION	→	Poor/Fair/Good/Excellent
Poor/Fair/Good/Excellent	←	WRITTEN EXPRESSION	→	Poor/Fair/Good/Excellent

LANGUAGE IN WHICH YOU HAVE COMPLETED YOUR STUDIES

Secondary Level: English: French Other (specify) _____

University: English French Other (specify) _____

FIRST LANGUAGE

English: French Other (specify) _____

LANGUAGE IN WHICH YOU CAN **COMPETENTLY** TEACH (If you would like to be considered for placement in a francophone country, please respond to the questions on page 5 in French.)

English French Other _____

SUBJECT PREFERENCES

Bearing in mind that you will be teaching unqualified or under-qualified teachers, content and methodology, what subjects and levels would you feel confident teaching, and in which language(s)? For your information, we typically receive many requests for: Mathematics, English Language Arts, English as a Foreign Language, Science, Social Studies, Computers, School Administration. We also often have requests for: Classroom Management, Action Research, Trade Unionism (Teacher Welfare), Special Education, Testing, Evaluation and Measurement, Physical Education, Health.

SUBJECT	PRIMARY	ELEM.	SECONDARY	ENGLISH	FRENCH	OTHER

EXPERIENCE IN ORGANIZATIONS

Outline your involvement in:

Your provincial or territorial teachers' organization:

Other organizations:

DEVELOPMENT ASSISTANCE PROGRAMS

a) Have you ever been a participant in CTF's Project Overseas? Yes: No:

If yes, in what year(s)? _____

In what country(ies)? _____

Are you interested in being a Team Leader? Yes: No:

NOTE: Whenever possible, we select Team Leaders with prior PO experience. Team Leaders must be available to initiate and facilitate correspondence with and between Team Members, the Host Organization and CTF from February to July. We do not recommend you volunteer to be a Team Leader if you will be unavailable for much of that period. Team Leaders are also required to attend a training session in Ottawa in late February and a debriefing in October.

b) Have you ever participated in international cooperation programs designed to assist people?

Overseas (specify countries, dates, and nature of program):

In Canada (dates and nature of program):

List any other international and/or intercultural experience you have had, including location(s), dates and duration of the experience(s):

SECTION B

RESPOND BRIEFLY:

a) Why do you wish to participate in Project Overseas?

b) Why do you think you are well suited to such an assignment?

c) What do you see as the responsibilities of Project Overseas team members?

d) In your opinion, what are some of the challenges of participating in PO? How would you cope with these challenges?

e) What do you think the general aims and objectives of an in-service program delivered in partnership with a National Teacher Organization overseas should be?

f) On PO, it is important to put what is best for the project and your team before your own needs and wants. Please provide at least one example of when you have done so in the past:

g) Please describe any experience you have had facilitating workshops/courses:

h) Please describe how you would share what you have learned through PO upon your return to Canada.

RECREATION AND HOBBIES

Do you have any outside interests or activities which you think will enrich your participation in Project Overseas?

HEALTH

How do you appraise your present health? Excellent: Good: Fair:

If other than "excellent", give details:

Do you have any chronic ailments? Yes: No: Any physical disability? Yes: No:

If yes, specify:

List any technical aids (cane, wheelchair, etc.), or accessibility requirements (ramps, grab bars in washrooms, etc.) you need:

List any serious illnesses you have had, giving dates:

List any food allergies and/or dietary restrictions you have:

List any other known allergies or factors that we should be aware of prior to an overseas placement (sensitivity to malaria prevention or other medications, aversion to particular modes of travel, insects, etc.)

Name of applicant: _____

REFERENCES

Please provide the names and addresses of three persons from whom further information may be obtained by the selection committee:

- 1. Name: _____ Phone: _____
(Present Principal or Superintendent)*
Address: _____
- 2. Name: _____ Phone: _____
(Executive of your teacher organization)
Address: _____
- 3. Name: _____ Phone: _____
(Colleague – if possible, a colleague with PO experience)
Address: _____

* If retired, submit most recent Principal or Superintendent and, if appropriate, add the name and address of a reference with current information about your educational involvement.

SCHOOL BOARD OR JURISDICTION

Name of Present School Board or Jurisdiction	
Address:	
Telephone:	Fax:

A MESSAGE FROM ETFO

As an equity-seeking organization, ETFO must be aware of members belonging to groups that experience discrimination in order to plan programs and do outreach. Anyone who is not comfortable in disclosing this information need not complete this section.

Self-Identification:

Aboriginal Disabled Gay/Lesbian/Bisexual/Transgender Racial Minority Woman



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ACKNOWLEDGEMENT

As a Project Overseas applicant, I understand and accept the following conditions:

1. I understand that every effort will be made to assign successful applicants in accordance with their skills and experience, but I am also aware that the nature of the requests from host countries may make this impossible. INITIALS: _____
2. I am willing to accept an assignment to any country in which CTF organizes a cooperative project. INITIALS: _____
3. I understand that PO is a collaborative team effort and participants are expected to share accommodation, both in Canada and while on assignment overseas. INITIALS: _____
4. I understand that family and friends are not permitted to accompany PO participants during a project. Furthermore, I understand that PO participants must reside at the assigned team accommodation during the entire program – unless otherwise directed by CTF. INITIALS: _____
5. I attest that I am a Canadian citizen. INITIALS: _____
6. I attest that I will have taught in Canada for five full years before the PO assignment commences. INITIALS: _____
7. I acknowledge that I have provided the personal information in this application form voluntarily to my provincial/territorial teacher organization and to CTF for the purpose of applying as a participant in Project Overseas. Should I be accepted as a participant in Project Overseas, the personal information in this application form will be kept on file at the CTF for the sole use of my involvement in Project Overseas. INITIALS: _____

Signature:

Date: