



Elementary Teachers' Federation of Ontario
Fédération des enseignantes et des enseignants
de l'élémentaire de l'Ontario

136 ISABELLA STREET, TORONTO, ONTARIO M4Y 0B5
TELEPHONE: 416-962-3836 TOLL FREE: 1-888-838-3836
FAX: 416-642-2424 WEBSITE: www.etfo.ca

Dear ETFO Member:

Re: Project Overseas 2018 Application

Thank you for your interest in Project Overseas. This letter contains important information about Project Overseas for the summer of 2018. The application form is available on the ETFO website at www.etfo.ca/BuildingAJustSociety/WorldIssues/Pages/ProjectOverseas.

Please be sure to use the ETFO application form, NOT the one on the CTF site.

Your completed "original" application package must arrive in hard copy at ETFO's provincial office by October 31, 2017 to be eligible for consideration by the International Assistance Committee. Applications can be faxed or emailed as a PDF in advance to my assistant, Marie Fernandez (mfernandez@etfo.org) but the original (and two copies) MUST be received by the due date.

The application form alone is not enough. Please include:

- Two letters of support, including:
 - a letter of support/recommendation from a teaching partner, a resource teacher, a current or former principal, a curriculum leader, or a superintendent who knows you well as an educator.
 - a letter of support from the president(or Executive member) of your ETFO local highlighting your involvement in local federation work.
- A completed and signed *Medical Statement of Applicant* form verifying the state of your health and your fitness to cope with conditions in a developing country. (Note that additional medical information may be requested).
- A copy of pages 2 and 3 of your passport.
- Two copies of your entire application package.

Again, please send these all in one package as the whole set of materials must be received by the deadline. Short-listed applicants will be interviewed by telephone in November. The Canadian Teachers' Federation (which coordinates Project Overseas) states that the main areas of expertise that are usually needed to support the PO programs *include special needs, differentiated learning, individualized instruction*. As always, *child-centred approaches* to teaching and learning, especially in the core subjects, are needed. *Literacy and Numeracy* are a focus in marginalized areas and teachers with a background in Peace Education and non-violent classroom management. Francophone teachers familiar with outcome based learning are especially needed for projects in Haiti.

For more information and testimonials, do visit the Project Overseas page on the ETFO website - www.etfo.ca/BuildingAJustSociety/WorldIssues/Pages/ProjectOverseas. If you have any questions about Project Overseas or the application and selection processes, please contact me by phone at the ETFO office, 416-962-3836 or 1-888-838-3836, Ext. 2276 or by e-mail at jgiles@etfo.org.

We look forward to receiving your completed application package.

Sincerely,
Jim Giles,
Executive Staff, Professional Learning/Curriculum

JG:MF

PROJECT OVERSEAS 2018

Teachers Teaching Teachers

(A joint endeavor by the Canadian Teachers' Federation and its members to give professional support 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 CALL JIM GILES AT ETFO, 416-962-3836 OR 1-888-838-3836, Ext. 2276
OR VISIT www.etfo.ca/BuildingAJustSociety/WorldIssues/Pages/ProjectOverseas FOR
ADDITIONAL INFORMATION.**

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 full years of teaching in Canada before the PO assignment commences
 - be a Canadian citizen
 - be in excellent health and able to work in developing country conditions
 - 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 until **July 2019**;
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) and the Canadian Teachers' Federation.
3. Travel to the overseas partner 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 PO 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 PO is considerable both in and out of the classroom while in the partner country. In addition to long teaching days, you will be expected to participate in activities arranged by the partner organization. These could include social events as well as meetings with the Ministry of Education representatives, the Executive of the partner 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 PO 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 PO 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. PO operates in Africa and 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/or August, however, the commitment to PO begins in January for team leaders and in February, as all team members begin working 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. For destinations where an entry visa is required, participants will be required to send their valid passport to the designated travel agent in order to secure required visas as early as May. Passports will be returned during the Orientation Program, prior to departure for country of assignment.

Sponsoring Member Organizations

Association des enseignantes et des enseignants franco-ontariens

Phone: 613-244-2336 www.aefo.on.ca

British Columbia Teachers' Federation

Phone: 604-871-2283 www.bctf.ca

Elementary Teachers' Federation of Ontario

Phone: 416-962-3836 www.effo.ca

New Brunswick Teachers' Association

Phone: 506-452-8921 www.nbta.ca

Newfoundland and Labrador Teachers' Association

Phone: 709-726-3223 www.nlta.nl.ca

Northwest Territories Teachers' Association

Phone: 867-873-8502 www.nwtta.nt.ca

Nova Scotia Teachers Union

Phone: 902-477-5621 www.nstu.ca

Nunavut Teachers' Association

Phone: 867-979-0750 www.ntanu.ca

Ontario English Catholic Teachers' Association

Phone: 416-925-2493 www.oecta.on.ca

Prince Edward Island Teachers' Federation

Phone: 902-569-4157 www.peitf.com

Quebec Provincial Association of Teachers

Phone: 514-694-9777 www.qpat-apeq.qc.ca

Saskatchewan Teachers' Federation

Phone: 306-373-1660 www.stf.sk.ca

Syndicat des enseignantes et enseignants du programme

francophone de la Colombie-Britannique
Phone: 604-871-1865 www.sepfc.com

The Alberta Teachers' Association

Phone: 780-447-9400 www.teachers.ab.ca

The Manitoba Teachers' Society

Phone: 204-888-7961 www.mbteach.org

Yukon Teachers' Association

Phone: 867-668-6777 www.yta.yk.ca

PROJECT OVERSEAS 2018

Teachers Teaching Teachers

ETFO APPLICATION

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: _____	
<i>A photocopy of pages 2 and 3 of your Canadian passport (or proof of your passport application) must be attached to this application form.</i>			
Date of birth: _____		Birthplace (optional): _____	
Home address: _____		City: _____	Postal Code: _____
Preferred e-mail: _____		Alternate e-mail: _____	
Name of, and distance (km) from, the nearest airport: _____			
SCHOOL OR INSTITUTION:			
Present Position: _____		If retired, state month & year: _____	
School/Work Address: _____			
School Phone #: _____		Fax: _____	
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: _____		_____	

Member self-identification allows ETFO to achieve a critical goal, supporting, and encouraging the participation of all members in ETFO programs, services, and events.

By completing this section, ETFO will be able to undertake the necessary statistical analysis to achieve this goal. All information collected and the reporting of statistical data will ensure full confidentiality of all members. Although the completion of this section is voluntary, ETFO encourages members to self-identify.

Self-identification:

Aboriginal disabled lesbian, gay, bisexual, transgender, queer racial minority woman

Name of applicant: _____

SECTION A

PLEASE COMPLETE THIS PAGE AND **DO NOT** SEND RÉSUMÉ/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/LEARNING EXPERIENCE

(Do not list short-term or summer positions)

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

Name of applicant: _____

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, CTF typically receive many requests for: Mathematics, English Language Arts, English as a Foreign Language, Science, Social Studies, Computers, School Administration. CTF often have requests for: Classroom Management, Action Research, Trade Unionism (Teacher Welfare), Special Education, Assessment and Evaluations, Physical Education, Health.

SUBJECT	PRIMARY	ELEM.	SECONDARY	ENGLISH	FRENCH	OTHER

Name of applicant: _____

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, CTF 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) What do you hope to achieve/learn as a result of participation in Project Overseas?

e) How will your participation benefit your union at the school, local and provincial level?

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

g) 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?

h) 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:

i) Please describe any experience you have had facilitating professional development/learning for adult learners:

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

For Past Project Overseas Participants ONLY

Since your Project Overseas experience, what has been your contribution to your local, community and/ or international awareness/involvement?

RECREATION, HOBBIES AND OTHER INTERESTS

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

REFERENCES FOR ETFO APPLICANTS

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

1. Name: _____ Phone: _____
*(Colleague – if possible, a colleague with PO experience)
Address: _____
2. Name: _____ Phone: _____
(Executive of your ETFO local)
Address: _____
3. Name: _____ Phone: _____
(Other)
Address: _____

* *If retired, 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:

Name of applicant: _____

PROJECT OVERSEAS 2018

Teachers Teaching Teachers

ACKNOWLEDGEMENT

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

PLEASE INITIAL
EACH ITEM:

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. _____
2. I am willing to accept an assignment to any country in which CTF organizes a cooperative project. _____
3. I understand and accept that the assignment may include exposure to risks and the potential to contract diseases not present in Canada, and that medical facilities and services in the country or assignment may not be as accessible or of the same standard as those in Canada. _____
4. I understand that PO is a collaborative team effort and participants are expected to share accommodation, both in Canada and while on assignment overseas. _____
5. I understand that family and friends are not permitted to accompany PO participants during a project, including during the orientation in Ottawa. Furthermore, I understand that PO participants must reside at the assigned team accommodation during the entire program – unless otherwise directed by CTF. _____
6. I attest that I am a Canadian citizen. _____
7. I attest that I will have taught in Canada for five full years before the PO assignment commences. _____
8. 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. _____
9. I understand that, if selected, I may be assigned to a region where health facilities may not be of the same standard or as readily accessible as in Canada. _____

Signature: _____ Date: _____

Name of applicant: _____

PROJECT OVERSEAS 2018

Teachers Teaching Teachers

MEDICAL STATEMENT OF APPLICANT

Medical Conditions

Please indicate any significant medical conditions, physical limitations, or any other concerns that might affect your full participation in Project Overseas.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Fainting Spells | <input type="checkbox"/> History of head injuries | <input type="checkbox"/> Rheumatic Fever |
| <input type="checkbox"/> Chronic Nosebleed | <input type="checkbox"/> Feet or Leg problems | <input type="checkbox"/> Migraine | <input type="checkbox"/> Seizures |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Hemophilia/Bleeding disorders | <input type="checkbox"/> Rash | <input type="checkbox"/> Sleepwalking |
| <input type="checkbox"/> Digestive upsets | <input type="checkbox"/> Heart problems | <input type="checkbox"/> Recent illness or operation | <input type="checkbox"/> Urinary infections |
| <input type="checkbox"/> Ear, Nose, Throat infections | <input type="checkbox"/> Hernia | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Dislocated shoulder; swollen, painful joints; 'trick or lock' knee or other joint disability | | | |

Give details of usual treatment for each of the above conditions indicated: _____

Please explain if you have any medical condition that requires any modification of your program. _____

Allergies/Asthma

Please list all known confirmed allergies to the following:

(a) Foods: _____

If foods are life-threatening, please explain the symptoms and the treatment: _____

(b) Medications: _____

(c) Other (e.g., bee or wasp stings, environmental allergies): _____

Have you suffered any serious allergic or asthmatic reaction?

If so, please provide details, including the type and severity of reaction: _____

Is allergy considered: Mild____ Moderate____ Serious____ Life-Threatening____

Has a doctor prescribed an Epi-Pen for you? Yes____ No____

Has a doctor prescribed an inhaler for asthma? Yes____ No____

Has a doctor prescribed an inhaler for any other reason? Yes____ No____

Dietary Restrictions

Please list any foods you should not eat for medical, dietary, or religious reasons: _____

Medication

Do you take prescribed medication on a regular basis? Please specify: _____

What prescribed medication(s) should you have with you away from home? _____

General

(1) Do you wear or carry medical alert identification (e.g., bracelet)? Yes____ No____

If yes, please specify what is written on it: _____

(2) Do you have any other relevant medical condition that will require modification of the program? Yes____ No____

If yes, please explain: _____

(3) I have been on a medical leave this school year? Yes____ No____

I hereby state that I, _____, judge myself fit to travel to a developing country.

PRINT NAME

Signature of Applicant: _____ Date: _____

PROJECT OVERSEAS 2018

Teachers Teaching Teachers

APPLICATION CHECKLIST

✓ I have included:

	Application form fully completed (all questions answered) with my name on each page
	Acknowledgement (p. 8): seven items initialled, page signed and dated
	Medical Statement of Applicant (p. 9): completed, signed and dated
	Copy of passport, pages 2 and 3
	Original letter of recommendation/support
	Original letter of recommendation from my ETFO President (Executive) of my local
	Two copies of all materials comprising the application package

FOUR STEPS IN THE APPLICATION PROCESS

November / December

1. ETFO's International Assistance Committee reviews applications and shortlists candidates for phone interviews.
2. Telephone interviews are conducted; successful applicants are nominated for approval by ETFO Executive.
3. ETFO Executive recommends candidates to Canadian Teachers' Federation (CTF).

December / January

4. CTF reviews recommendations and selects/matches applicants to projects. Successful candidates are then invited to participate in Project Overseas.

PLEASE COMPLETE AND RETURN THIS APPLICATION FORM TO:

ELEMENTARY TEACHERS' FEDERATION OF ONTARIO

Attention: Jim Giles

136 Isabella Street

Toronto, ON M4Y 0B5

DEADLINE FOR RECEIPT OF APPLICATIONS IS **October 31, 2017**

**An advanced PDF copy can be emailed to Maria Fernandez
(mfernandez@etfo.org)*

Name of applicant: _____