



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 2019 Application

Thank you for your interest in Project Overseas. This letter contains important information about Project Overseas for the summer of 2019. 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, 2018 to be eligible for consideration by the International Assistance Committee. Applications can be faxed or emailed as a PDF in advance to my assistant, Susy Costa (scosta@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 and 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. 2236 or by email at pbhardwaj@etfo.org.

We look forward to receiving your completed application package.

Sincerely,
Punita Bhardwaj,
Executive Staff, Equity and Women's Services

PB:SC

PROJECT OVERSEAS 2019

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 PUNITA BHARDWAJ AT ETFO, 416-962-3836 OR 1-888-838-3836, Ext. 2236
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 judgement 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 2020**;
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 a 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	Ontario English Catholic Teachers' Association Phone: 416-925-2493 www.oecta.on.ca
British Columbia Teachers' Federation Phone: 604-871-2283 www.bctf.ca	Prince Edward Island Teachers' Federation Phone: 902-569-4157 www.peitf.com
Elementary Teachers' Federation of Ontario Phone: 416-962-3836 www.etfo.ca	Quebec Provincial Association of Teachers Phone: 514-694-9777 www.qpat-apeq.qc.ca
New Brunswick Teachers' Association Phone: 506-452-8921 www.nbta.ca	Saskatchewan Teachers' Federation Phone: 306-373-1660 www.stf.sk.ca
Newfoundland and Labrador Teachers' Association Phone: 709-726-3223 www.nlta.nl.ca	Syndicat des enseignantes et enseignants du programme francophone de la Colombie-Britannique Phone: 604-871-1865 www.sepfcfb.com
Northwest Territories Teachers' Association Phone: 867-873-8502 www.nwta.nt.ca	The Alberta Teachers' Association Phone: 780-447-9400 www.teachers.ab.ca
Nova Scotia Teachers Union Phone: 902-477-5621 www.nstu.ca	The Manitoba Teachers' Society Phone: 204-888-7961 www.mbteach.org
Nunavut Teachers' Association Phone: 867-979-0750 www.ntanu.ca	Yukon Teachers' Association Phone: 867-668-6777 www.yta.yk.ca

PROJECT OVERSEAS 2019

Teachers Teaching Teachers

ETFO APPLICATION

PLEASE TYPE OR PRINT

Name as it appears in Canadian passport: <i>(Underline your preferred name)</i>		
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:		
Home address:	City:	Postal Code:
Name of, and distance (km) from, the nearest airport:		
Preferred phone:	Alternate phone:	
Preferred email:		
Alternate email:		
Present position:	If retired, please state month and year:	
School or institution:	School board:	
Principal's name:	Superintendent's name:	
Principal's email:	Superintendent's email:	
School/work address:		
School board address:		
School/work phone:	School board phone:	
Date of last day of the 2018 school year:		
Latest date by which you must arrive home following the PO assignment:		
Date of first day of the 2019 school year:		
Self-identification 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. <input type="checkbox"/> First Nations Métis Inuit <input type="checkbox"/> Person with a disability Woman <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender, Queer or Questioning Racialized Group If you identify as racialized, please specify (e.g. Black, East Asian, Mixed Race):		

Name of applicant: _____

SECTION A

CTF PROJECT OVERSEAS EXPERIENCE

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

If yes, in which year(s)? _____

In which country(ies)? _____

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

NOTE: Whenever possible, the CTF selects team leaders with prior Project Overseas experience. Team leaders must be available to communicate and work with team members, the overseas partner organization, and the CTF from February to July. Team leaders are also required to attend a video conference in January, a training session in Ottawa in April, and a debriefing in Ottawa in October.

TEACHING BACKGROUND *(Beginning with most recent)*

SCHOOL AND LOCATION	POSITION	GRADES TAUGHT	SUBJECTS TAUGHT	DATES (YEAR) FROM - TO

ACADEMIC BACKGROUND AND PROFESSIONAL DEVELOPMENT *(Beginning with most recent)*

INSTITUTION / UNIVERSITY AND LOCATION	DEGREE/COURSE	DATES (YEAR) FROM - TO

OTHER RELEVANT EXPERIENCE *(Paid or volunteer)*

ORGANIZATION	POSITION	LOCATION	DATES (YEAR) FROM - TO

Name of applicant: _____

SUBJECT PREFERENCES

For which subjects would you feel confident facilitating professional development workshops for unqualified or under-qualified teachers? Indicate the level(s) and the language(s) of instruction as well.

SUBJECT	LEVEL			LANGUAGE		
	<i>Pre-school / Kindergarten</i>	<i>Primary / Elementary</i>	<i>Secondary</i>	<i>English</i>	<i>French</i>	<i>Other (specify)</i>

LANGUAGES

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 a minimum of three questions in section B in French)

Secondary Level: English French Other (specify) _____

University: 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 a minimum of three questions in section B in French.)

English French Other _____

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

EXPERIENCE IN ORGANIZATIONS

Outline your involvement in:

Your provincial or territorial teachers' organization:

Other organizations:

EXPERIENCE WITH DEVELOPMENT COOPERATION AND INTERNATIONAL / INTERCULTURAL PROJECTS

Have you ever participated in development cooperation programs?

Overseas (*specify locations, dates and nature of programs*):

In Canada (*specify locations, dates and nature of programs*):

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

SECTION B

IF YOU WISH TO BE CONSIDERED FOR PLACEMENT IN A FRANCOPHONE COUNTRY, PLEASE ANSWER THREE OR MORE OF THE QUESTIONS IN THIS SECTION IN FRENCH.

RESPOND BRIEFLY:

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

b) Why do you think you are well suited to participate in a Project Overseas 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 your participation in Project Overseas?

e) How will your participation benefit your teacher organization, your school and your community?

Name of applicant: _____

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

g) What roles would you and your team play in helping the partner organization achieve its goals for the project?

h) On Project Overseas, 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 workshops/courses for adult learners.

j) Please describe how you would share what you have learned through Project Overseas upon your return to Canada.

RECREATION AND HOBBIES

Do you have interests or hobbies which you think will enrich your participation in Project Overseas?

REFERENCES FOR ETFO APPLICANTS

Please provide the names and contact information of three people who can serve as references.

1. Name: _____
*(President or Executive of your teacher organization)**

Email: _____ Phone: _____

2. Name: _____
*(Other: e.g., present principal, superintendent)**

Email: _____ Phone: _____

3. Name: _____
*(Colleague – if possible, a colleague with PO experience)**

Email: _____ Phone: _____

* *If retired, add the name and address of a reference with current information about your educational involvement.*

PROJECT OVERSEAS 2019

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) Have you 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: _____

Name of applicant: _____

PROJECT OVERSEAS 2019

Teachers Teaching Teachers

ACKNOWLEDGEMENT

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

PLEASE INITIAL
EACH ITEM:

1.	I attest that I will have taught in Canada for five full years before the Project Overseas assignment commences.	
2.	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 partner organizations may make this impossible.	
3.	I am willing to accept an assignment to any country in which the CTF organizes a Project Overseas project.	
4.	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 of assignment may not be accessible or of the same standard as those of Canada.	
5.	I understand that Project Overseas is a collaborative team effort and participants are expected to share accommodation, both in Canada and while on assignment overseas.	
6.	I understand that Project Overseas participants must reside at the assigned team accommodation during the entire program, including during the orientation in Ottawa, unless otherwise directed by CTF.	
7.	I understand that family and friends are not permitted to accompany Project Overseas participants during a project, including during the orientation in Ottawa.	
8.	I acknowledge that I have provided the personal information in this application form voluntarily to my provincial/territorial teacher organization and to the 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 purpose of my involvement in Project Overseas.	
9.	I acknowledge and agree that the CTF's insurer may refuse to cover medical costs related to any injuries sustained during the Project Overseas assignment if these result from high-risk physical activity including, but not limited to, mountain climbing, parasailing, scuba or freediving.	

Signature: _____ Date: _____

Name of applicant: _____

PROJECT OVERSEAS 2019

Teachers Teaching Teachers

APPLICATION CHECKLIST

✓ I have included:

	Application form fully completed (all questions answered) with my name on each page
	Acknowledgement (p. 11): nine items initialled, page signed and dated
	Medical Statement of Applicant (p. 10): 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 the 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: Punita Bhardwaj

136 Isabella Street
Toronto, ON M4Y 0B5

DEADLINE FOR RECEIPT OF APPLICATIONS IS **October 31, 2018**

**An advanced PDF copy can be emailed to Susy Costa (scosta@etfo.org), but original hard copies are still required.*

Name of applicant: _____