**Table of Contents**

Part 1 - The Candidate

Part 2 – Nominations

Part 2A: Nomination by the National Group

Part 2B: Nomination by 5 Individual Servas Members

Part 2C: Declaration of the candidate

Appendix A - Guidelines to be read before filling in the above form

Appendix B - Candidate considerations

|  |
| --- |
| **Date (in format 01.Jan.2018)** |
| \_\_\_\_ . \_\_\_\_ . 2018 |
| ***First Name/s*** | ***Last Name/s*** |
|  |  |

|  |
| --- |
| ***Nomination for the position of:*** |
|  |
| Please complete separate forms for each position you nominate. For details of each position see the Job Descriptions set out on the 2018 conference website <https://servas.org/sicoga2018/general-assembly-elections.php> or directly at <http://servas.org/sicoga2018/files/Job_Descriptions_2018.pdf> |

**Nominator, please fill out part 2.**

If you need any help please contact nominations@servas.org and we will offer you any support you need.

# Part 1 - The Candidate

**To be completed by the candidate.**

| **Gender**  | **Year of Birth** | **Country** | **Professional background** |
| --- | --- | --- | --- |
|  M / F |  |  |  |

| **Email Address**  | **Mobile phone** | **Home / Office Phone** | **Skype UID** |
| --- | --- | --- | --- |
|  | + | + |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speaking/Listening**(Fluent, Good, Basic) | **Writing**(Fluent, Good, Basic) | **Reading**(Fluent, Good, Basic) |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Servas Membership** | **Since**(Year) | **Until**(Year) | **Country/Host List Number** | **Positions held in your country and/or SI** |
| How long have you been a Host / Member? |  |  |  |  |

|  |
| --- |
| **Have you attended any Servas International events in the past 10 years?** If yes, fill in the table(General Assemblies, Conferences, Youth meetings, Get-together, Summer Schools, others) |
| **Event** | **Year** | **Held in Country** | **Participation at Event** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Computer skills / Knowledge level: (Good, Basic, None):** |
| **Knowledge** | **Level** | **Have On My Computer**  | **Additional Info / Notes** |
| Email System |  |  |  |
| Internet search and navigation |  |  |  |
| Skype |  |  |  |
| Word |  |  |  |
| Excel |  |  |  |
| **Others that you are familiar with** |
|  |  |  |  |

|  |
| --- |
| With reference to the Job Description(<https://servas.org/sicoga2018/general-assembly-elections.php> or directly at [http://servas.org/sicoga2018/files/Job\_Descriptions\_2018.pdf](http://servas.org/sicoga2018/files/Job_Descriptions_Jan_2018.pdf)) |
| **Why are you nominating for this position?** **What can you offer Servas and what do you hope to achieve?** |
| In your reply, please answer the following questions:Do you have any particular skills or expertise to offer in this role?What do you think the priorities for Servas should be in your role?What ideas do you have to help Servas move forward?What is important to you about Servas as a peace organisation?Is there any additional information about you that you would like to give? |
| Reply here: |

*Remember to sign (=type) you full name below at the end of part 2C of the form!*

**Part 1 is complete.**

**Part 2 is for the National Group or the 5 Individual Servas Members nominating this candidate to complete.**

# Part 2 – Nominations

**To be filled out by National Group or the persons nominating the candidate**

Recommendations:

(Candidate for SI officers and committee members must first be recommended in writing either by their National Group National Secretary (NS) / Main Contact (MC) or at least five individual Servas members from any country. No candidate can nominate herself or himself. Recommendations should be attached to this Nominations Application Form.

## Part 2A: Nomination by the National Group

|  |  |
| --- | --- |
| Nominating National Group | Name of nominator:Please indicate if you are the National Secretary or other designated person in your National Group |
| (name of country) |  |
| You are invited to give information in support of the nomination: |
|  |
| You may also indicate if there are other National Groups who would support your nomination |
|  |

## Part 2B: Nomination by 5 Individual Servas Members

|  |
| --- |
| These can be from members of more than one National Group. Each nominator should complete her/his section and pass the form to all nominators before returning it to the Nominations Committee.Each nominator is invited to provide brief information in support of the nomination if they wish |

|  |  |
| --- | --- |
| **1st Nominator’s Name** | **Country/Host list Number** |
|  |  |
| **Email** | **Skype UID** |
|  |  |
| **Information in support of this nomination (optional)** |
|  |

|  |  |
| --- | --- |
| **2nd Nominator’s Name** | **Country/Host list Number** |
|  |  |
| **Email** | **Skype UID** |
|  |  |
| **Information in support of this nomination (optional)** |
|  |

|  |  |
| --- | --- |
| **3rd Nominator’s Name** | **Country/Host list Number** |
|  |  |
| **Email** | **Skype UID** |
|  |  |
| **Information in support of this nomination (optional)** |
|  |

|  |  |
| --- | --- |
| **4th Nominator’s Name** | **Country/Host list Number** |
|  |  |
| **Email** | **Skype UID** |
|  |  |
| **Information in support of this nomination (optional)** |
|  |

|  |  |
| --- | --- |
| **5th Nominator’s Name** | **Country/Host list Number** |
|  |  |
| **Email** | **Skype UID** |
|  |  |
| **Information in support of this nomination (optional)** |
|  |

## Part 2C: Declaration of the candidate

By sending this Application Form myself and from my personal email address I confirm that:

I have read and understand the guidelines page and the Job Description for the post for which I am being nominated.

I have accurately presented myself and will fulfil the requirements of the position to the best of my ability, if elected.

I understand that on taking up an SI post I will need to provide an annual report of my activities and to follow the SI Financial Operating Procedures.

I know that my Application Form may be advertised on any Servas web sites and also sent to all the delegates, National Secretaries and some SI officers.

|  |
| --- |
| **Candidate's full name:** |

# Appendix A - Guidelines to be read before filling in the above form

* Before filling in the form please read the Job Description on the website. You may wish to contact the current Key Person who is in the position to which you wish to be elected.
* You cannot nominate yourself. The National Secretary of your country OR at least five individual Servas members should nominate you in writing. Their Nomination Form should be sent to the Nominations Committee as part of your Application Form.
* The daily working language of the organization is English. It is expected that the forms will be completed and typed in English.
* You may use additional table rows and pages to give more information.
* If you are retired, please put your former work.
* If you need help re how to attach your portrait photo, please ask us nominations@servas.org.
* By sending your Nomination Application Form as early as possible to the Nominations Committee you are:
* telling everyone about yourself so they will know who you are.
* giving yourself more time to correct and clarify any misunderstanding.
* showing respect to the delegates who will be voting.
* If you cannot attend the SIGA, we recommend that you make a short video presentation of no more than 3 minutes, to introduce yourself and let everyone know who you are. This will be shown at the SIGA before the voting.
* If you are attending the SIGA, you will be invited to give a 3 minutes presentation, in person.
* If you do not have a Skype account, we recommend that you create one via [www.skype.com](http://www.skype.com). If you need help with this, please contact us nominations@servas.org. Skype is free.
* Last minute candidates will also fill in and submit their Nomination Application Form to the Nominations Committee to be studied and approved before the GA elections for that position.
* The Application Form and Nomination Forms can be sent without this guidelines page (Appendix A), and the following page (Appendix B).
* Please email the completed Application Form (Part 1), with the Nomination Forms (Part 2), to nominations@servas.org.

# Appendix B - Candidate considerations

The Nominations Committee is looking for people with a respected and active record in the organization.

The following list is a general one, which applies for all roles and positions. Please make sure that you have also read and fully understood the Job Description of the position you want.

1. You have been a Servas member for the past three years.
2. You are patient and have high motivation to help achieve Servas goals.
3. You have the communication, computer and social skills needed for the position you want.
4. You have enough time to work independently and the willingness to learn by yourself and from others.
5. You are able to work in a team and cooperate with other team members.
6. You have some previous experience in Servas in your country or another SI position. This is important for an EXCO position.
7. You are able to speak, listen, read and write in English.
8. You are able to use and have access to a computer (Office), Wi-Fi connection for the internet, emails and Skype.
9. You have the support from your National Secretary, County Main Contact Person OR any five Servas members for your nomination.