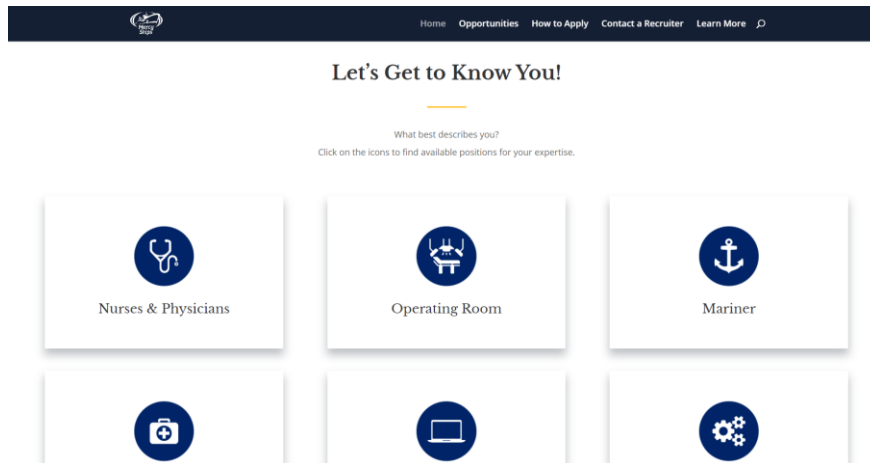




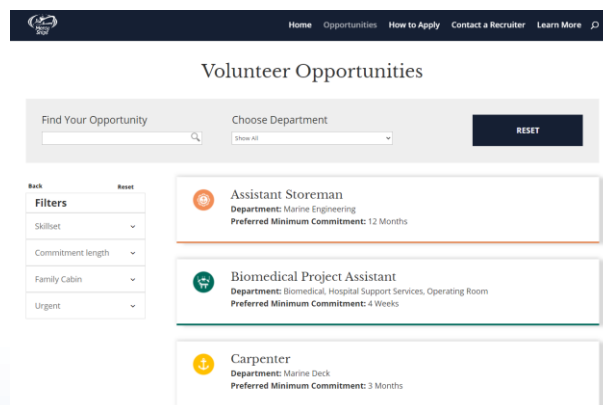
APPLICATION GUIDE

Where to start?

1. Go to: <https://opportunities.mercyships.org/>.



2. Search for a job position among the different departments.



3. Once you've found your dream job 😊, click on it to access the job description and requirements. Then, click on «**Apply**» to start your online application.*

* If you are interested in several roles, apply for your favourite one, and mention the others in the «remarks» section at the very end of your application.



Registration

4. After you click on the «Apply» button, there will be an introduction page containing information about requirements for serving. Read it carefully then click on «Proceed to Online Application».

Ready to Volunteer?

Thanks for your interest in serving with Mercy Ships! To proceed with your application, please be aware of the following:

- Mercy Ships is a faith based charity.
- Volunteers pay for their transportation to and from the ship's location as well as crew fees and all personal expenses (see sample budget). Crew fees vary depending on the length of commitment as well as what nation the volunteer comes from. For those unable to raise support, assistance may be available.
- Due to maritime regulations and other circumstances, some medical conditions may disqualify candidates from volunteering with Mercy Ships. A current Personal Health History, Physical Evaluation, and Immunization Checklist are required for all applicants.
- English proficiency is required for all positions in Mercy Ships, and fluency is required for some positions. We use the Common European Framework of Reference for Languages (CEFR) as a reference for English proficiency. All volunteers must be at level B1 on the CEFR scale (Independent User – Threshold or Intermediate) or higher in order to join on board.



Proceed to Online Application

5. At this stage, you need to create an account, which will enable you to receive information and updates about your tasks throughout the entire process.

Get onboard!

Create an account

Name * Last Name *

Email * Verify Email *

Password * Verify Password *

Country * Profession *

I VERIFY THAT I AM AT LEAST 17 YEARS OF AGE *

I AGREE TO MERCY SHIPS VOLUNTEER ONLINE APPLICATION POLICY *

I AGREE TO MERCY SHIPS PRIVACY POLICY *

I HAVE PREVIOUSLY SERVED WITH MERCY SHIPS *

Create Account

already have an account? login.

Email

Password [Reset](#)

Keep me logged in

Sign in to your account

6. Once your account is created, start filling in the requested information (see list below):*
*Please note that all the information you enter is automatically saved, which means that you can start one day and finish the next, for example. You can also fill out the various sections in your preferred order.

Welcome, Jessica!

Progress

You are working on your application for the **Electrician** role.
The **Next** and **Back** buttons will save your information before moving to the desired page.
If you would like to change positions, [click here to return to the Opportunities page to reselect.](#)

Requirement	Status	Date	Download
Personal Information *	Not Reviewed		
Education/Employment History *	Not Reviewed		
Self Disclosure *	Not Reviewed		
Personal Profile *	Not Reviewed		
Licenses *	Not Reviewed		
Language Skills *	Not Reviewed		
Health Requirements *	Not Reviewed		
Submit Application *	Not Reviewed		



The application in more detail

IMPORTANT! The entire application process needs to be done in English only!

Personal information :

Here you can indicate your preferred service dates and preferred duration of commitment. These dates don't need to be exact, they are just meant to give an indication of your availability. Please note that, the greater your availability, the higher the chance to receive service dates.

I am applying to serve *

_____ Weeks _____

Indicate length of time in weeks, months, or years

Dates Available ● *

I'm available anytime

From - _____ To - _____

Education / Employment History:

Here you can attach your CV. It needs to be in English! A simplified translation of your current CV is enough.

Please attach a current Résumé or C.V. *

Upload Résumé

Self-disclosure:

Here, you will have to answer a few questions that will feel like a light version of a criminal record check (yes/no).

Personal Profile:

In this section, you will have to answer more personal questions regarding your motivation for serving with Mercy Ships.

Licenses (qualifications):

Here you can attach your diplomas or any other official documentation confirming your skills.

Language Skills:

In this section, indicate your level for each language you speak.

Health Requirements:

Here you can download a form regarding immunisation requirements (mandatory and optional). At this stage of your application, this only for your information.

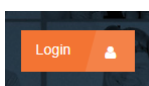
Remarks : In this section, indicate other job positions that you are interested in, if you're applying as a couple, or any other relevant information.

Click on «NEXT» → this next page will enable you to send your application by clicking on «SUBMIT».

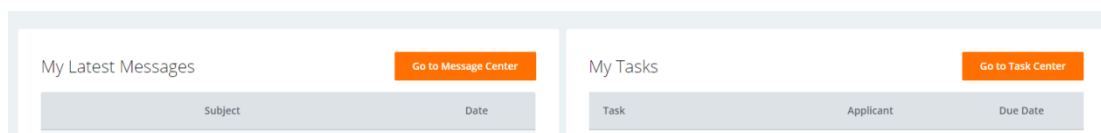
What's next?

Congratulations on your application! Here are the next steps:

- The HR team in the USA will receive your application and you will be assigned a **volunteer coordinator** who will be your main point of contact during the entire process. Naturally, your Swiss office is also here to help/support you, but it's your volunteer coordinator who is in charge of your application.
- This volunteer coordinator will contact you via the application platform to introduce themselves and assign tasks for you to fulfill in your «Task Centre».
- Make sure you check your online account regularly to see if you've received new messages or tasks. To do this, simply go to the website indicated in paragraph 5. and click on the icon «Login»



- All the information related to your application will be shared in that platform **only!**



The validation steps

- As soon as your coordinator will take the lead on your application, he will start with assigning you your first task: «Personal Health History». It's a form that needs to be filled out which gives an overview of your state of health.

This step is crucial and plays an important role in the final validation of your application. The maritime laws we are submitted to require that all our volunteers are in good health!

- Once you've filled out and submitted the form, the HR team will start processing your application. At this stage, they can ask you for additional information of any type, particularly regarding your professional skills.
- If your application is accepted, there will be 2 options:
 1. Application accepted with service dates proposal.
 2. Application accepted, but with no immediate availability for the desired role.

1. Yes + dates: here are your next tasks

- Visit your doctor's office to fill out a «Physician's evaluation form»
- 2 references
- Immunisations

2. Yes without service dates:

- You will be placed in our **Talent Community**

The Talent Community

What is it?



Our Talent Community is a database made up of candidates whose applications have been accepted, but for whom there are no dates yet available for their preferred roles.

This is a very useful tool for our recruiters during « Staffing » periods, when they send out service dates to all applicants in order to fill the staffing schedule of the ship.

What are the advantages of being in the Talent Community?

• Advantages:

- You will receive regular updates from the ship.
- If there is an urgent need (after a cancellation, or premature departure), you are the first ones to be contacted to fill in the role.
- For the purpose of preparing the « Staffing » period (between January and March), a survey is sent to you to confirm your availability.
- Once service dates are offered and accepted by the candidate, the pre-ship procedure is facilitated as most tasks have already been completed.

• Disadvantages:

- If the service dates you are being offered do not match your availability, the waiting period can be extended until the next opportunity.

ADVICE:

- In order to increase your chances of serving rapidly, don't hesitate to inform your coordinator that you are interested in roles **other** than the one for which you applied. These other roles need to be mentioned in the «remarks» section at the end of your application.
- Apply well in advance (min. 6 months) to increase your chances!
- Don't hesitate to contact your Swiss office for support during the process, we can help you in very practical and concrete ways.