



**International Language Programs**

**Volunteer English Teaching Program**

# **Application Packet**

## Here's some basic info about ILP:

As a volunteer teacher you'll have the opportunity of a lifetime as you learn and grow through your adventure working with children in a foreign country. You'll be such a blessing to the kids, but not as much as they'll be to you!

### What exactly is ILP?

International Language Programs (ILP) is a non profit organization which sends approximately 400 volunteers per year to thirteen cities in Russia, Ukraine, China and Mexico to teach English to children. Volunteers are trained to use the Duolinguual Education teaching method created by the late Dr. Trevor McKee, Ph.D., former professor at Brigham Young University. While in their country of service, volunteers receive support both in and out of the classroom from head teachers and local native leaders. In some cities, volunteers live with host families near the schools where we teach, and in other cities volunteers live together in dorms or apartments on or near the school campus.

### What does it cost?

The program fee for the entire 4-5 months is only \$2520, which covers your airfare, food, housing, language and culture classes, visas, pre-departure training, and on-site support. If you are able to pay in full within three weeks after acceptance you will receive a \$100 discount, making the program fee only \$2420. In either case, since ILP is non-profit, the entire program fee is tax deductible for both you and anyone who donates to your experience. You will also need to obtain a passport (about \$100), bring your own spending money (we recommend \$1000-\$1500 for travel and souvenirs), and take a suitcase of supplies to use while teaching. Many volunteers get their supplies donated.

### When can I go?

The sooner the better! Don't let the window of opportunity slip by. ILP sends teachers twice a year for 4-5 months at a time. The first group teaches from January to June, and the second teaches from August to December. We accept applicants up to three semesters in advance.

### What about school credits?

Though we are not directly affiliated with any college or university, many volunteers have arranged credit while participating with ILP. ILP is supportive of volunteers who need to take classes in order to participate, but if at all possible we invite you to NOT take credits. The beauty of the ILP experience is that the academic value comes through the hands-on, tangible nature of living and teaching in a foreign country. If receiving credit will be necessary for you, please meet with your school counselor in the U.S. to discuss the best way to arrange it.

### What is daily life and teaching like?

As an ILP teacher, you'll spend about half the day at the school teaching and preparing lessons, and the other half attending language or culture classes, exploring, playing, or just relaxing. You'll also have weekends and vacation time free. It's awesome.

Teaching is very rewarding. The kids learn through organized play in English, so you don't need to know how to speak Russian, Chinese or Spanish. Children usually begin when they are 4-5 years old, and stay in the program for about eight years. Your students will produce some of your very best memories about being in the country!

### What kinds of people go?

We've learned this program isn't for everyone, but if any of these qualities would describe you, chances are you'd really love it:

- ◆ Desire to serve children by helping them learn English
- ◆ Experience teaching or working with children
- ◆ Demonstrated ability to work with others, including peer leaders
- ◆ Enthusiastic attitude and commitment to live a life of exemplary conduct
- ◆ Demonstrated ability to stick to a difficult project or cause through obstacles, personal sacrifice, unexpected circumstances, and over an extended period of time.

### Can my friend come too?

We *love* to send friends together, so look around and see if you know any other people that would like to go with you! You can help kids by volunteering, and you can help even more kids by inviting other great people to go with you! A friend also brings the support of already knowing someone when you first get to the country. Don't worry, if you don't go with a friend, you'll make friends there.

### Are there any rules I have to follow?

To ensure a positive experience for you and the other volunteer teachers, all ILP volunteers adhere to safety rules and a code of conduct, which are outlined in detail in the Interview/References portion of this application.

### What do I do next?

We have past volunteers in our office that would love to assist you in any way possible. Please call us if you'd like to set up an interview, need help filling out the application correctly, would like fundraising info, have any questions, or would just like to chat with someone who's been. Call us toll free at (800) 349-1846, or email us at [info@ilp.org](mailto:info@ilp.org). We want you to have all the information you'll need to decide if this is a good fit for you. Tell us how we can help!

# Table of Contents / Checklist

Each section must be completed and submitted to ILP before you will be considered for a position. You will be notified of your status one week from the Friday after ILP receives all sections of your application.

## Applicant Information / \$30 Application Fee\*

**\*The application fee is non-refundable unless your application is declined.**

*As of May 15, 2009 a 3% surcharge will be added to all credit card payments. E-check payments may be made free of charge.*

## Interview / References

- Character Reference Form
- Academic Reference Form

**If you have any questions or comments, please feel free to contact ILP:**

International Language Programs • 363 N. University Ave. #104 • Provo UT 84601  
Phone (801) 374-8854 • Fax (801) 374-8913 • Toll Free 1-800-349-1846 • [www.ilp.org](http://www.ilp.org)

## Application Process

- Submit application including \$30 application fee.

Each Friday complete applications are collected for review.

You will receive notification by email within one week.

Please ask us about fundraising!

## City Assignment Process

- Schedule a documents packet overview.
- Submit the documents packet.
- Submit \$270 (minimum) within 3 weeks of acceptance. If you are unable to meet this deadline, please contact the ILP office.
  - Make regular payments and pay in full one month before departure.

### OR

- Pay in full within 3 weeks of acceptance to receive \$100 discount.

Each Friday complete documents packets are collected for city assignment.

You will receive notification of your city assignment by email within one week.

## Training Process

- RSVP and let us know which training series you will attend.
- Attend a full series of training.
- Gather supplies needed for teaching.

You will receive further training from Head Teacher upon arrival in the country and participate in in-service workshops during the semester.

After you are accepted, you will become a member of the ILP web site at [www.ilp.org](http://www.ilp.org). There you can download the documents packet and training schedule, and you can participate in discussion boards.

Preferred Country: Russia / Ukraine\* China Mexico No Preference Term: Fall / Summer (Mexico) / Spring 20\_\_

\*If you have a preference for Kiev, please check here

# Applicant Information

\*These items are *not* required

Legal Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

Last First Middle

Preferred Name \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Birthplace (city, state) \_\_\_\_\_

Citizenship USA / Other \_\_\_\_\_ \*Social Security # \_\_\_\_\_

Please circle: Male / Female Single / Married Native Language \_\_\_\_\_

Current Address \_\_\_\_\_

Current Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_ Mobile Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_ Work Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_

ILP can contact me at my current address until \_\_\_\_\_

Permanent Address \_\_\_\_\_

Permanent Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_ Fax (\_\_\_\_)\_\_\_\_-\_\_\_\_

E-mail Address \_\_\_\_\_ Other e-mail address \_\_\_\_\_

All notifications and correspondence from ILP will be sent to the first e-mail address unless you request (in writing) another form of notification.

## Parents / Guardians

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## College/University

Name \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

GPA \_\_\_\_\_ Year: 1 2 3 4 Graduate

Admission Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Graduation Date (estimated) \_\_\_\_/\_\_\_\_/\_\_\_\_

Where did you learn about this program? \_\_\_\_\_

Names of friends applying with you \_\_\_\_\_

Names of former ILP participants whom you know \_\_\_\_\_

## Countries visited in the last 10 years, dates, and purpose

Country	Dates	Purpose

Do you have a passport? Yes / No (If yes, please complete the following) Passport # \_\_\_\_\_

Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Issue \_\_\_\_\_

**Please note:** Our program is based on travel regulations and costs pertaining to U.S. passport holders. Applicants who are native speakers of English and reside in North America, but who are not American citizens (e.g. Canadian, Mexican, etc.) may participate in the program, but may have additional requirements, costs, or limitations depending on differences in visa requirements or other travel aspects.

Please check here if you are not a U.S. citizen or cannot obtain a U.S. passport.

Applicant Name \_\_\_\_\_

Preferred Country: Russia / Ukraine\*   China   Mexico   No Preference   Term: Fall / Summer (Mexico) / Spring 20\_\_\_\_

\*If you have a preference for Kiev, please check here

## Applicant Information—continued

**Please list involvement and achievements that you think will help you be successful in this program. Be sure to include any long-term volunteer service such as the Peace Corps, a religious mission or ministry, etc. Categorize your experience in the following areas:**

Academics                      Athletics                      Performing Arts                      Other  
Teaching / Instruction              Public Speaking / Leadership              Volunteer Service

Area	Description	Duration	Achievements / Special Performances / Awards

**Please list medical conditions or dietary restrictions** (e.g. medications, mental or emotional illness, vegetarian, allergies to food or medication, etc.)

**ILP upholds a standard of appearance appropriate for teaching young children. Please describe any piercings or tattoos you have** (location, size, object represented, etc.)

**Are you currently on probation, parole, or under restriction with any court, or have you ever been convicted of a crime (other than a traffic violation)?** Yes / No If yes, please attach an explanation.

**Have you ever been accused, tried, or convicted of child abuse or any illegal activity involving a minor?** Yes / No If yes, please attach an explanation.

*Providing inaccurate information or failure to disclose requested information is grounds for dismissal from the program.*

**In the space below please tell us a bit about your family and background, and explain why you are interested in participating in the ILP program and what you feel you can contribute to the program.**



Applicant Name \_\_\_\_\_

Preferred Country: Russia / Ukraine\*   China   Mexico   No Preference   Term: Fall / Summer (Mexico) / Spring 20\_\_\_\_

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**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Applicant Name \_\_\_\_\_

Preferred Country: Russia / Ukraine\*   China   Mexico   No Preference   Term: Fall / Summer (Mexico) / Spring 20\_\_\_\_

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## Interview / References—continued

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### Employment Record

Company/Employer	Position	Supervisor	Address & Phone	Dates (from/to)	Hours per week worked

**Please complete your reference information below. If you have questions about who can complete these references for you, please call the office.**

Character Reference Form to be completed by: Name \_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

If you are religious, we prefer this form be completed by your current ecclesiastical leader (Minister, Pastor, Bishop, Rabbi, Mufti, etc.) If you are not religious or your ecclesiastical leader does not know you well, you should find someone else. The length of time and the scope of the relationship are both important in determining who should fill out the form. Coaches, supervisors of volunteer service, leaders of other international travel or service programs or camp experiences might be people to consider if they knew you through your participation as well as outside of your participation, and for a sufficient length of time. Avoid asking people such as neighbors, family members, people you babysat for, or others who know you only through private personal relationships even if they know you well.

Academic Reference Form to be completed by: Name \_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Your academic reference should be completed by a teacher or professor who has taught you in the last two years. **Please choose a teacher or professor who taught a more academic subject. Teachers of less academic subjects are not likely to be able to address the questions asked on the reference form.** If you will have someone *other than* a teacher or professor complete your reference, please explain why (subject to director approval):

**Please see the attached reference forms. Your references can also access the forms at [www.ilp.org](http://www.ilp.org) under “How to Apply.”**

Helpful hints for reference forms:

- ◆ Since people who fill out references are typically busy, give (email) the form to them first thing!
- ◆ You might suggest that your references fax the completed form to us as it saves time. Our fax number is located at the bottom of the form.
- ◆ If you would like your reference to mail the form back to us, include a stamped envelope with ILP’s address on it.

Applicant Name \_\_\_\_\_

Preferred Country: Russia / Ukraine\*   China   Mexico   No Preference   Term: Fall / Summer (Mexico) / Spring 20\_\_\_\_

\*If you have a preference for Kiev, please check here

**You may complete your interview before we have received your completed reference forms. It's a good idea to schedule your interview as soon as possible.**

Applicant Name \_\_\_\_\_

Preferred Country: Russia / Ukraine\*   China   Mexico   No Preference   Term: Fall / Summer (Mexico) / Spring 20\_\_\_\_

\*If you have a preference for Kiev, please check here

# Character Reference Form

### To the applicant:

If you are religious, we prefer this form be completed by your current ecclesiastical leader (Minister, Pastor, Bishop, Rabbi, Mufti, etc.) If you are not religious or your ecclesiastical leader does not know you well, you should find someone else. The length of time and the scope of the relationship are both important in determining who should fill out the form. Coaches, supervisors of volunteer service, leaders of other international travel or service programs or camp experiences might be people to consider if they knew you through your participation as well as outside of your participation, and for a sufficient length of time. Avoid asking people such as neighbors, family members, and people you babysat for, or others who know you only through private personal relationships, even if they know you well.

**This reference is confidential. References submitted by the applicant will not be accepted. Submitting this reference to constitutes agreement to waive your right to see it after completion.**

### To the person completing the Character Reference:

- If you do not know the applicant well, please conduct an interview before completing the recommendation.
- Please be aware that the applicant will not be considered for a position until your letter of reference is received by ILP. Letters may be faxed or mailed to ILP.
- If you have questions or concerns regarding this reference, please call and speak with a director.

### Reference Information:

Name \_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Fax (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Organization \_\_\_\_\_ Position \_\_\_\_\_

How do you know the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ Based on the paragraph at the top of the page, do you agree you are a good choice to fill out this form for the applicant? (please circle one): Strongly Agree   5   4   3   2   1   Strongly Disagree

### 1. Compared to other young people with whom you have worked in a similar capacity, please rate and comment on the applicant's performance in the following areas:

	bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment
<b>Follows rules and instructions and helps others to do the same</b>						

Comments:

	bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment
<b>Dependability and integrity</b>						

Comments:

	bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment
<b>Maturity (Uses good judgment, responds appropriately to authority, contributes to conflict resolution)</b>						

Comments:

*Continued on next page*

Applicant Name \_\_\_\_\_

Preferred Country: Russia / Ukraine\*   China   Mexico   No Preference   Term: Fall / Summer (Mexico) / Spring 20\_\_\_\_

\*If you have a preference for Kiev, please check here

## Character Reference Form—continued

**Works well with peers (Gets along well with others)**

bottom 50%   top 50%   top 25%   top 10%   top 5%   No basis for judgment

Comments:

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**Works well with young children (kind, patient, engaging, and inviting)**

bottom 50%   top 50%   top 25%   top 10%   top 5%   No basis for judgment

Comments:

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**2. Are you aware of anything in this person's history that would lead you to hesitate recommending them to work directly with children?**

**3. ILP offers an experience that requires maximum individual initiative and good judgment.**

- Volunteers will be teaching and living with or near the children they teach, and they agree to follow safety rules and a code of conduct:
  - Abstain from alcohol, tobacco, and drugs
  - Abstain from non-marital romantic relationships
  - Avoid vulgar and profane language
  - Obey the law
  - Follow all rules and help other volunteers do the same
- Volunteers are supervised by peer-age leaders.
- Volunteers have a lot of free time each day and are expected to find activities that use their time in a meaningful way (i.e. teaching preparation, language study, service projects, cultural experiences, etc.)

**Generally, those who have struggled at home with discipline in any of the above criteria find it extremely difficult to exercise the required discipline away from friends and family in a foreign country. Knowing this, please comment on how the applicant will do with the code of conduct and standards above.**

**4. Do you have any concerns about the emotional, mental, or physical health of the applicant?**

**5. Are there any special circumstances that would not disqualify this applicant but that would be useful for us to help him/her successfully follow the code of conduct while living in a foreign country?**

**6. Can you recommend this person without any reservations?**

Applicant Name \_\_\_\_\_

Preferred Country: Russia / Ukraine\*   China   Mexico   No Preference   Term: Fall / Summer (Mexico) / Spring 20\_\_\_\_

\*If you have a preference for Kiev, please check here

## Academic Reference Form

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### **To the applicant:**

This is a confidential letter of reference to ILP. The academic reference should be given to a teacher or professor who has taught you in the last two years.

**References submitted by the applicant will not be accepted. References may not be completed by family members. Submitting this reference constitutes agreement to waive your right to see it after completion.**

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### **To the teacher or professor:**

- Please be aware that the applicant will not be considered for a position until your letter of reference is received by ILP. Letters may be faxed or mailed to ILP.
- If you have questions or concerns regarding this reference, please call and speak with a director.

### **Reference Information:**

Name \_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Fax (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

School/University \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

Class attended by applicant \_\_\_\_\_ Grade received \_\_\_\_\_

**Compared to other students with whom you have worked in a similar capacity, please rate the applicant in the following areas:**

#### **Turns in assignments completely and consistently**

Comments:

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment

#### **Meets deadlines**

Comments:

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment

#### **Submits quality work**

Comments:

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment

*Continued on next page*

Applicant Name \_\_\_\_\_

Preferred Country: Russia / Ukraine\*   China   Mexico   No Preference   Term: Fall / Summer (Mexico) / Spring 20\_\_\_\_

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## Academic Reference Form—continued

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**Actively participates in discussions**

bottom 50%   top 50%   top 25%   top 10%   top 5%   No basis for judgment

Comments:

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**Works well with others**

bottom 50%   top 50%   top 25%   top 10%   top 5%   No basis for judgment

Comments:

--	--	--	--	--	--

**Works independently and creatively**

bottom 50%   top 50%   top 25%   top 10%   top 5%   No basis for judgment

Comments:

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**Demonstrates motivation and self-discipline**

bottom 50%   top 50%   top 25%   top 10%   top 5%   No basis for judgment

Comments:

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**Can you recommend this person without any reservations?  
If no, please comment.**