



UEFA EURO 2012 Volunteers Programme

HOW TO APPLY





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Introduction to UEFA EURO 2012 Volunteer Application Form

To apply for the UEFA EURO 2012 Volunteers Program you have to fill in the on-line application form available on UEFA.com

There are 8 steps to complete your application form and it will take approximately **30 minutes**. You need to fill the application form at once – there is no possibility to save or store data.

Note:

- Ensure you have your own e-mail address set up before you go to fill in the application form.
- Ensure you have your ID card (Polish citizens) or Passport (Ukraine and other countries citizens) at hand.
- Ensure you have a valid driving license at hand (if you possess one).
- Ensure you have already acquainted with the volunteers areas description available on the UEFA.com.
- We advise you to first read this document carefully, prepare necessary information and only then to start filling the form. We do not advise you to leave the application open for longer than 60 minutes as your session might expire and you might lose all data.

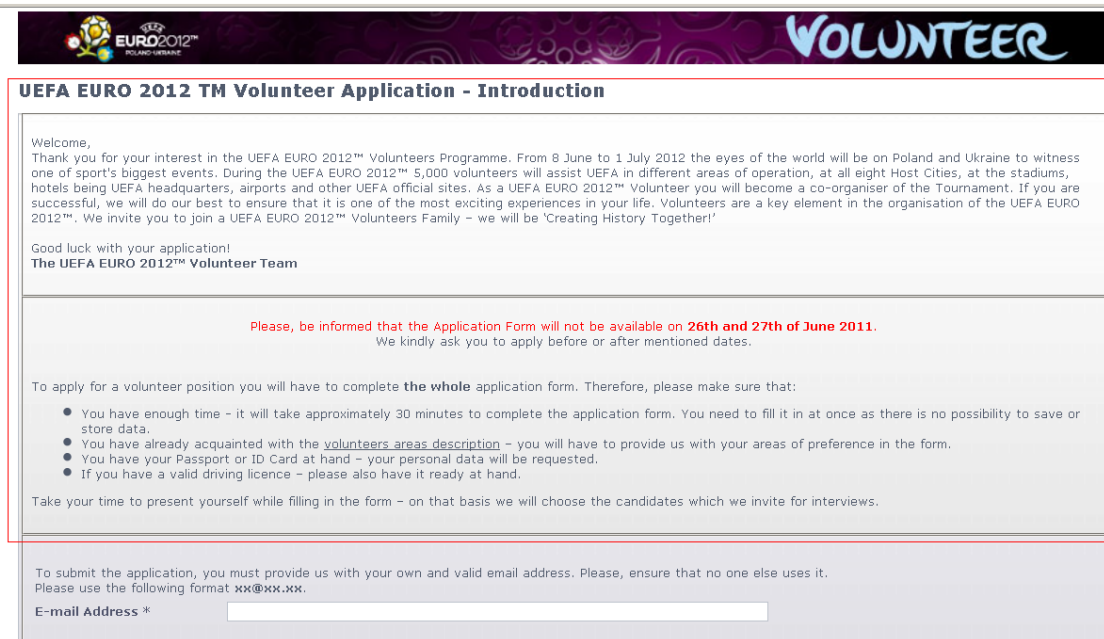
Step 1: Access the Application Form

On the Volunteers Section on UEFA.com click on **"Apply now"**

This will take you to the Volunteer Application Form Introduction Screen. If you experience any problems, copy the URL below into the Address Bar on your internet browser (located at the top of your screen)

<https://uefa.fame.uefa.com/EBS/Volunteer/Registration/Registration.htmx?p1=MTUwMDAxODk2&p2=MQ%3d%3d>

Step 2: Read carefully the Introduction



UEFA EURO 2012™ Volunteer Application - Introduction

Welcome,
Thank you for your interest in the UEFA EURO 2012™ Volunteers Programme. From 8 June to 1 July 2012 the eyes of the world will be on Poland and Ukraine to witness one of sport's biggest events. During the UEFA EURO 2012™ 5,000 volunteers will assist UEFA in different areas of operation, at all eight Host Cities, at the stadiums, hotels being UEFA headquarters, airports and other UEFA official sites. As a UEFA EURO 2012™ Volunteer you will become a co-organiser of the Tournament. If you are successful, we will do our best to ensure that it is one of the most exciting experiences in your life. Volunteers are a key element in the organisation of the UEFA EURO 2012™. We invite you to join a UEFA EURO 2012™ Volunteers Family – we will be 'Creating History Together!'

Good luck with your application!
The UEFA EURO 2012™ Volunteer Team

Please, be informed that the Application Form will not be available on 26th and 27th of June 2011.
We kindly ask you to apply before or after mentioned dates.

To apply for a volunteer position you will have to complete **the whole** application form. Therefore, please make sure that:

- You have enough time – it will take approximately 30 minutes to complete the application form. You need to fill it in at once as there is no possibility to save or store data.
- You have already acquainted with the [volunteers areas description](#) – you will have to provide us with your areas of preference in the form.
- You have your Passport or ID Card at hand – your personal data will be requested.
- If you have a valid driving licence – please also have it ready at hand.

Take your time to present yourself while filling in the form – on that basis we will choose the candidates which we invite for interviews.

To submit the application, you must provide us with your own and valid email address. Please, ensure that no one else uses it. Please use the following format **xx@xx.xx**.

E-mail Address *

Step 3: Enter your e-mail address, date of birth and security check

We will hold most of the communication with you by e-mail, so please make sure that your e-mail address is valid, unique and not used by anyone else. You will not be able to change your address later on.



To submit the application, you must provide us with your own and valid email address. Please, ensure that no one else uses it. Please use the following format **xx@xx.xx**.

E-mail Address *

Please, note that to become a volunteer you must be at least 18 by 1st March 2012. That means that applicants born after 1st March 1994 will not be taken into account.

Date of Birth *  
(DD/MM/YYYY)

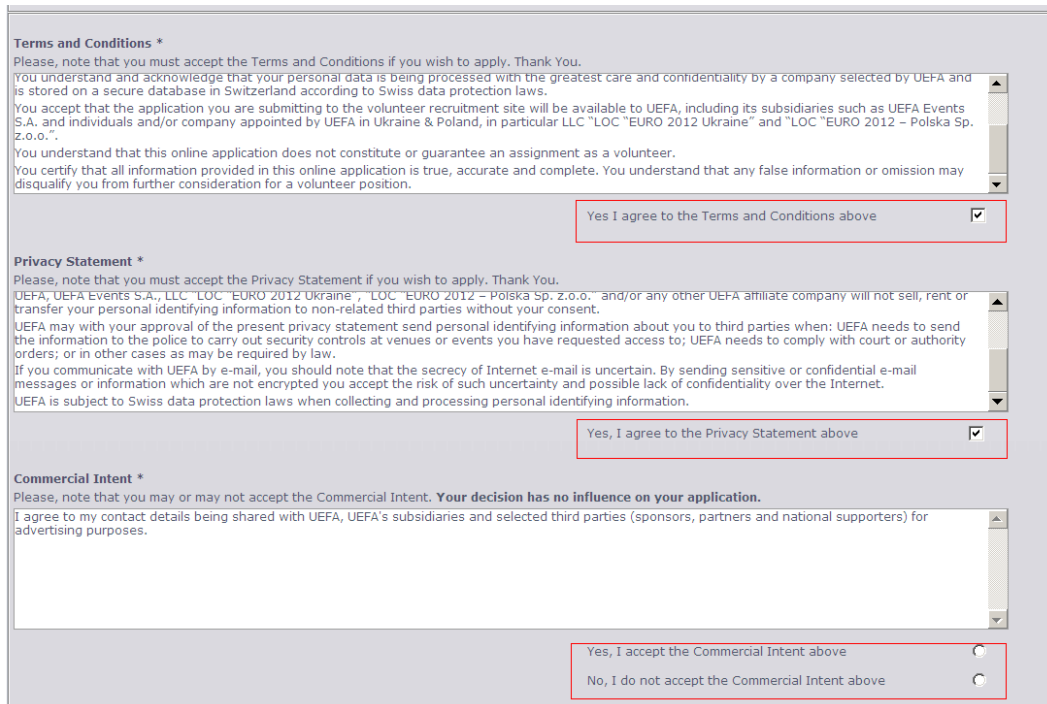
This is a security check. It will prevent automatically generated registrations. Please insert the number that appears on the image in the text box below.

Security Check * 

Step 4: Read the Terms and conditions

Note:

- If you wish to apply you must accept the “Terms and Conditions” and “Privacy Statement” by ticking the **“Yes, I agree”** box below “Terms and Condition” and “Privacy Statement”
- You may or you may not accept the “Commercial Intent”. Your decision with this regard has no influence on your application.



Terms and Conditions *
Please, note that you must accept the Terms and Conditions if you wish to apply. Thank You.
You understand and acknowledge that your personal data is being processed with the greatest care and confidentiality by a company selected by UEFA and is stored on a secure database in Switzerland according to Swiss data protection laws.
You accept that the application you are submitting to the volunteer recruitment site will be available to UEFA, including its subsidiaries such as UEFA Events S.A. and individuals and/or company appointed by UEFA in Ukraine & Poland, in particular LLC "LOC "EURO 2012 Ukraine" and "LOC "EURO 2012 – Polska Sp. z o.o.". .
You understand that this online application does not constitute or guarantee an assignment as a volunteer.
You certify that all information provided in this online application is true, accurate and complete. You understand that any false information or omission may disqualify you from further consideration for a volunteer position.


Yes I agree to the Terms and Conditions above

Privacy Statement *
Please, note that you must accept the Privacy Statement if you wish to apply. Thank You.
UEFA, UEFA Events S.A., LLC "LOC "EURO 2012 Ukraine" , "LOC "EURO 2012 – Polska Sp. z o.o." and/or any other UEFA affiliate company will not sell, rent or transfer your personal identifying information to non-related third parties without your consent.
UEFA may with your approval of the present privacy statement send personal identifying information about you to third parties when: UEFA needs to send the information to the police to carry out security controls at venues or events you have requested access to; UEFA needs to comply with court or authority orders; or in other cases as may be required by law.
If you communicate with UEFA by e-mail, you should note that the secrecy of Internet e-mail is uncertain. By sending sensitive or confidential e-mail messages or information which are not encrypted you accept the risk of such uncertainty and possible lack of confidentiality over the Internet.
UEFA is subject to Swiss data protection laws when collecting and processing personal identifying information.

Yes, I agree to the Privacy Statement above

Commercial Intent *
Please, note that you may or may not accept the Commercial Intent. **Your decision has no influence on your application.**
I agree to my contact details being shared with UEFA, UEFA's subsidiaries and selected third parties (sponsors, partners and national supporters) for advertising purposes.

Yes, I accept the Commercial Intent above
No, I do not accept the Commercial Intent above

Check if you enter all required fields and click  button.



This will automatically take you to the Application – Main Form screen.

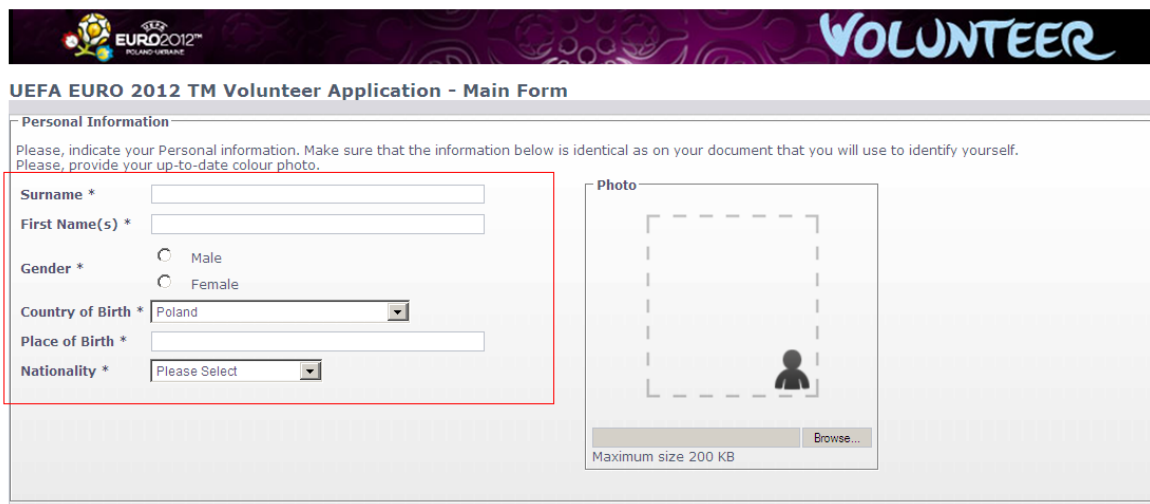
Step 5: Enter your details

Note:

- Please always read carefully the questions before answering.
- Fields marked with an asterisk (*) are obligatory.
- In the fields with **“Please select”** button – click it to see the options. Within each of the “Please select” fields, you can choose only one option.

You will need to provide following information:

1. Personal information and photo



The screenshot shows the 'UEFA EURO 2012 TM Volunteer Application - Main Form'. The form is titled 'Personal Information' and includes instructions: 'Please, indicate your Personal information. Make sure that the information below is identical as on your document that you will use to identify yourself. Please, provide your up-to-date colour photo.' The form fields are: Surname *, First Name(s) *, Gender * (radio buttons for Male and Female), Country of Birth * (dropdown menu showing Poland), Place of Birth *, and Nationality * (dropdown menu with 'Please Select' option). A photo upload section is on the right, labeled 'Photo', with a dashed box for the photo, a 'Browse...' button, and a note 'Maximum size 200 KB'. A red box highlights the personal information fields.

Note that if you are Polish or Ukrainian you will be asked to provide **additional nationality info**:

- if you are Polish: PESEL
- if you are Ukrainian: Patronymic name in English and Ukrainian, first name and surname in Ukrainian.

You are asked to provide your up-to-date colour photo by clicking the **“Browse”** button. Please note, that **maximum size of the photo is 200KB**. Moreover, you will be able to see your uploaded photo only after filling in the whole Application Form and clicking the  button.

You will be also asked to provide: Identity Document Information, home address, mailing address, provide your contact telephone numbers and an emergency contact person.

2. Motivation to be a volunteer

Motivation To be a Volunteer

We are interested in your motivation to take part in the Volunteer Programme and your personal expectations. Below, please explain to us what you can contribute to our Programme and what you expect of it.

What can you contribute to the success of the UEFA EURO 2012™ Volunteer Programme? You can write about your skills, abilities, features, experiences, knowledge – everything that you find important and valuable. *

Please, note that you can insert maximum 1000 characters

What expectations do you have of your participation in the UEFA EURO 2012™ Volunteer Programme? Please, explain to us how you would like to benefit from the Programme, what will be important for you as a volunteer. *

Please, note that you can insert maximum 1000 characters

3. Educational background

Select from the drop-down list the level of your education and the appropriate area of education. Use the “Educational Background” field to detail the information.

Education

Please, provide the information about your education. Select educational level and area.

Education * University Graduate

Area Please Select

- Please Select
- Acting schools/School of Art/Music
- Administration
- Chemistry/Biotechnology/Biology
- Construction
- Education/Training
- Electrical Engineering
- Finances/Banking/Insurance
- Gastronomy
- Information Technology/Informatics
- Law
- Logistics
- Management/Sales
- Marketing/Advertising/Public Relations
- Media/Journalism
- Medical Education
- Metal Industry/Mechanical Industry
- Philosophical sciences

Educational Background *

Please shortly describe your educational background.
E.g.: School / University/ Faculty / Courses / Year

Please, note that you can insert maximum 255 characters

Profession *

In this section you are asked to provide information about your profession.
In the **first** drop-down list, please choose your **current occupation** (values 1-6).
Second and **third** drop-down lists are reserved to describe your **areas of occupation** (values 7-26).

Professional Background *

Please also shortly describe your professional background.
E.g.: Company / Function / Responsibilities / Start year / Duration of employment

4. Professional background

Profession

In this section you are asked to provide information about your profession.
In the **first** drop-down list, please choose your **current occupation** (values 1-6).
Second and **third** drop-down lists are reserved to describe your **areas of occupation** (values 7-26).

Profession *

Please Select

Please Select

Please Select

Professional Background *

Please also shortly describe your professional background.
E.g.: Company / Function / Responsibilities / Start year / Duration of employment

Please, note that you can insert maximum 255 characters

Please, note that there are three drop-down lists to define your profession. Use **the first drop-down list** to choose the current occupation (i.e. student, working student, employee, entrepreneur, retired, no current occupation):

Profession

In this section you are asked to provide information about your profession.
In the **first** drop-down list, please choose your **current occupation** (values 1-6).
Second and **third** drop-down lists are reserved to describe your **areas of occupation** (values 7-26).

Profession *

- Please Select
- Student
- Working student
- Employee
- Entrepreneur
- Retired
- No current occupation
- Art

Professional Background *
Please also shortly describe your professional background.
E.g.: Company / Function / Responsibilities / Start year / Duration of employment

Use the second & third drop-down list to choose areas of your occupation:

Profession

In this section you are asked to provide information about your profession.
In the **first** drop-down list, please choose your **current occupation** (values 1-6).
Second and **third** drop-down lists are reserved to describe your **areas of occupation** (values 7-26).

Profession *

- Please Select
- Student
- Working student
- Employee
- Entrepreneur
- Retired
- No current occupation
- Art
- Automobiles
- Banking/Insurance/Finance/Accountant
- Construction
- Education/Training/Teaching
- Hotel/Tourism
- Industry/Engineering
- Information Technology
- Logistics
- Marketing/Advertising/Public Relations
- Medical Services
- Non-governmental organisation/III sector
- Public Administration
- Restaurant/Bar/Gastronomy
- Sales/Customer Service
- Security
- Sports/Wellness/Recreation
- Translator
- Transport
- Other

Professional Background *
Please also shortly describe your professional background.
E.g.: Company / Function / Responsibilities / Start year / Duration of employment

Volunteer Experience

Are you currently or have you ever been a volunteer in the area of Sport (e.g. Coach, referee, functionary etc.) ? *

Yes
 No

Are you currently or have you ever been a volunteer in NON Sport areas (Social or Charity Events, Music Festivals, Expo'02 etc.) ? *

Yes
 No

In case you have had volunteer experience in any of the following sporting events, please select the event and area you worked in.

Major Event

Area

Please, briefly describe the assignment duration you had and kind of role.

5. Experience

Volunteer Experience

Are you currently or have you ever been a volunteer in the area of Sport (e.g. Coach, referee, functionary etc.) ? *

Yes
 No

Are you currently or have you ever been a volunteer in NON Sport areas (Social or Charity Events, Music Festivals, Expo'02 etc.) ? *

Yes
 No

In case you have had volunteer experience in any of the following sporting events, please select the event and area you worked in.

Major Event

Area

Please, briefly describe the assignment duration you had and kind of role.

6. Declare your language and driving skills

Language Skills

Please choose your language skills level and explain how you reached that level.

| Language | Level | Please explain how you reached that level |
|--|--|--|
| English * | <input type="text" value="Please Select"/> | <input type="text" value="Please Select"/> |
| Polish * | <input type="text" value="Please Select"/> | <input type="text" value="Please Select"/> |
| Ukrainian * | <input type="text" value="Please Select"/> | <input type="text" value="Please Select"/> |
| <input type="text" value="Please Select"/> | <input type="text" value="Please Select"/> | <input type="text" value="Please Select"/> |
| <input type="text" value="Please Select"/> | <input type="text" value="Please Select"/> | <input type="text" value="Please Select"/> |

Driving Licence and Driving Experience

Do you currently hold a valid driving licence? *

Yes
 No

If yes, please enter the license number.

Licence Number

Licence Category *

Please indicate for which vehicle categories your licence is valid including delivery and expiry dates.

A - Motor Bike C - Motor vehicle < 7500 kg
 B - Car / minibus < 8 people & 3500 kg D - Bus > 8 people

Date Issued

Issued By

Expiry Date Never Expires

Have you ever been assigned as a driver at an event ?

Yes
 No

If yes, please briefly describe the event and duration.

Please, note that you can insert maximum 255 characters (only if you have driving experience at an event)

Do you have a passenger transportation permit ?

Yes
 No

7. Decide on your availability, choose venue of your preference and choose areas of preference

Choose one or two Host Cities in order of your preference;

Choose three areas in which you would like to serve in order of your preference;

Define your availability. Please, make sure that your availability corresponds with areas which you have chosen, i.e. if you are available only on Match Days – you should choose areas in which volunteers serve on Match Days only.

Define if you can involve earlier for long-term volunteering.

Host City Preferences
Please select at least one host city in which you would prefer to have a role as a volunteer. Please, note that should you be invited to the interview, it will be held in the city of your 1st choice.

1st Choice * How familiar are you with driving in this Host City? *

2nd Choice How familiar are you with driving in this Host City?

Area
Please select the preferred areas you would like to be assigned to as a volunteer. Please note, that it is not guaranteed – you might be redirected to another area on the basis of the results on interview.

1st Choice *

2nd Choice *

3rd Choice *

Availability
Please indicate what potentially will be your availability for the event. Volunteers' assignment dates depend on their areas of services; please refer to the volunteers' areas description for further details. Individual assignment schedules will be published in May 2012. Whatever your assignment, your minimum availability **must cover all match days for the entire day at the respective venue.**

I will be available for the following time span *

Would you also be available for the UEFA EURO 2012™ Final Draw in Kyiv (2nd December 2011)? *

Yes

No

Availability for a Long-term Volunteering
Within certain areas of activity, UEFA EURO 2012™ Volunteer Programme may require volunteer participation in the preparation phase of the event.

Are you available to be a long term volunteer? *

Yes

No

If yes, please provide the following details

From what date would you be available? (DD/MM/YYYY)

At what times would you be available?

Step 6: Confirmation

If you know somebody who might be interested in applying for the Volunteer Programme – insert his/her e-mail address. Your friend will receive an e-mail with information that you invite him/her to apply.

Tell A Friend

The UEFA EURO 2012™ Volunteer Programme could be also a great experience for your friends and family. If you know somebody who might be interested in applying for the Volunteer Programme, you can send them an invitation by entering their e-mail addresses below.

E-mail Address for Friend 1

E-mail Address for Friend 2


E-mail Address for Friend 3

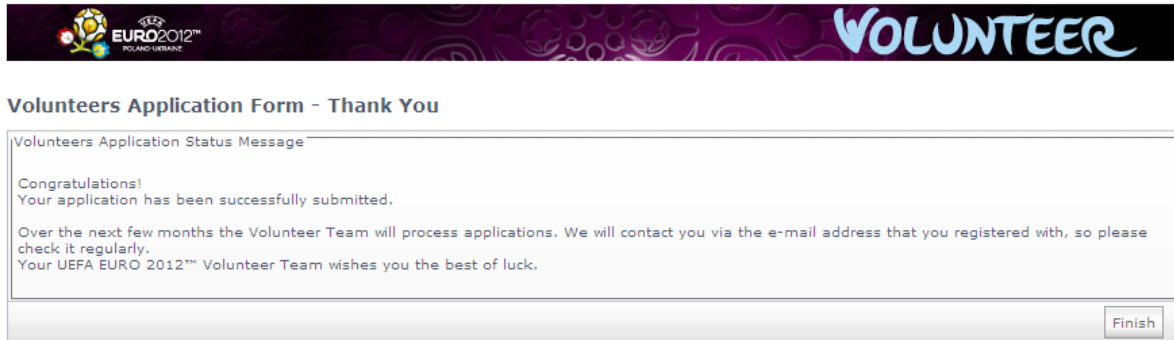
E-mail Address for Friend 4

E-mail Address for Friend 5

Check if you enter all required fields and click button.

Then you will be able to see the whole Application Form that you have filled in. Please, check once more if all the fields contain correct information. If you notice a mistake, please click button – it will allow you to insert corrections.

If you are sure that all data are correct click  button once more – this will automatically take you to the Confirmation Message screen.



The screenshot shows a confirmation message screen for the UEFA EURO 2012 Volunteers Programme. At the top, there is a banner with the UEFA EURO 2012 logo on the left and the word 'VOLUNTEER' in a stylized font on the right. Below the banner, the title 'Volunteers Application Form - Thank You' is displayed. The main content area is a white box with a grey border containing the following text: 'Volunteers Application Status Message', 'Congratulations!', 'Your application has been successfully submitted.', 'Over the next few months the Volunteer Team will process applications. We will contact you via the e-mail address that you registered with, so please check it regularly.', and 'Your UEFA EURO 2012™ Volunteer Team wishes you the best of luck.' A 'Finish' button is located in the bottom right corner of the message box.

Please, note that only the confirmation message displayed at your screen guarantees that you have successfully completed the Application form.

A confirmation e-mail will also be sent to your e-mail box.

