

Application guide



Where to start?

- Go to: opportunities.mercyships.org
- Search for a position among the different departments. Click on the title to view more about the requirements and job description.

The screenshot shows the 'Volunteer Opportunities' page. At the top, there is a navigation bar with the Mercy Ships logo and links for 'Opportunities', 'How to Apply', 'Contact a Recruiter', 'Learn More', and 'Log In'. Below the navigation bar, the page title 'Volunteer Opportunities' is centered. A search bar labeled 'Find Your Opportunity' and a dropdown menu labeled 'Choose Department' (set to 'Show All') are positioned above a 'VIEW OPEN OPPORTUNITIES' button and a 'Reset' link. On the left side, there is a 'Filters' sidebar with options for Skillset, Commitment length, Family Cabin, Urgent, and Open. The main content area displays three job listings:

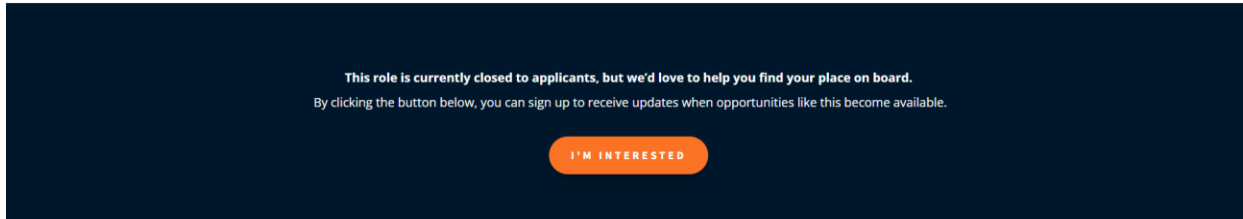
- Deck Administrator**: Department: Marine Deck, Preferred Minimum Commitment: 12 Months. Status: OPEN.
- Dining Room Staff**: Department: Food Services, Stewards, Preferred Minimum Commitment: 3 Months. Status: OPEN and URGENT.
- Dining Room Team Leader**: Department: Food Services, Stewards, Preferred Minimum Commitment: 12 Months. Status: OPEN and URGENT.

- If the position you are interested in is open for application, click on «**Apply now**» to start your online application.

Please note that if you are interested in several roles, apply for your favorite one, and mention the others in the «remarks» section at the very end of your application.

The banner image features a smiling woman in a dark blue and red uniform, likely a Dining Room Staff member, in a kitchen setting. The text 'Dining Room Staff' is overlaid in large white font, with an orange 'APPLY NOW' button below it. The navigation bar at the top of the banner includes the Mercy Ships logo and links for 'Opportunities', 'How to Apply', 'Contact a Recruiter', 'Learn More', and 'Log In'.

If the position you are interested in is not open for application, because there are enough candidates at the moment, click on “I’m interested” to receive updates in the future. The situation can change quickly!



How to submit an application

- After you click on the «Apply now» 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 which is crewed by volunteers from all over the world, committed to bringing hope and healing.
- 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](#)

- 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 *
<input type="text"/>	<input type="text"/>
Email *	Verify Email *
<input type="text"/>	<input type="text"/>
Password *	Verify Password *
<input type="text"/>	<input type="text"/>
Country *	Profession  *
<input type="text"/>	<input type="text"/>

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](#)

- Activate your account by clicking on the link that you received by the email provided.
- Once your account is activated, you can login and start filling in the requested information:

Progress

You are working on your application for the **Receptionist** 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 *	19%		
Education/Employment History *	Not Reviewed		
Self Disclosure *	Not Reviewed		
Personal Profile *	Not Reviewed		
Licenses *	Not Reviewed		
Language Skills *	Not Reviewed		
Administrative Skills *	Not Reviewed		
Health Requirements *	Not Reviewed		
Submit Application *	Not Reviewed		

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.

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 flexibility, the higher the chance to receive service dates.

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

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 immunization requirements. At this stage of your application, this is only for your information.

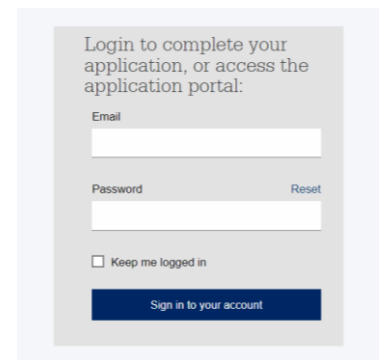
Remarks : In this section, indicate other positions that you are interested in, if you're applying as a couple, or any other relevant information.

At last, don't forget to submit your application!

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. The Belgian office is also here to help 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 Center».
- 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 opportunities page and click on the icon «Log in» in the right upper corner. Alternatively, you can go directly to apply.mercyships.org and «Log in» there.



The progress of your application

More info needed

As soon as your coordinator will take the lead on your application, he/she 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 this form, the HR team will continue processing your application.

At this stage, they can ask you for additional information of any type, particularly regarding your professional skills (references, diplomas, certificates, checklists, ...)

Be prepared to spend time with you volunteer coordinator, fulfilling all formalities and tasks !

Under review

Once your tasks are completed, Mercy Ships begins reviewing the application. All applications go through a medical review and a role review prior to final acceptance onboard.

Accepted

If your application is accepted, there will be 2 options:

1. Application accepted with service dates proposal: you will be asked to complete your next tasks.
2. Application accepted, but with no immediate availability for the desired role: you will be placed in our Talent Community and be kept updated.

Pre-Ship

When dates are offered and confirmed by you, the preparations of your journey can begin.

Don't underestimate the time you need to get all necessary immunizations, to upload travel documents, to get insurance documents and thoroughly prepare for you volunteer service. Reach out to our office if you have any questions!

Talent Community

Our Talent Community is in fact a database 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 international recruiters during staffing periods, when they send out service dates to all applicants in order to fill the staffing schedule of the ship.

Also, if there is an urgent need, you are the first ones to be contacted to fill in the role.

You will receive regular updates from the ship and once service dates are offered and accepted by you, the pre-ship procedure is facilitated as most tasks have already been completed.

Being part of the Talent Community requires some patience, but it has many advantages!



***Aarzel niet ons Belgisch team te contacteren voor ondersteuning,
we kunnen je met heel wat praktische en concrete vragen helpen!***

***N'hésitez pas à contacter notre équipe belge pour obtenir de l'aide,
nous pouvons vous aider avec toutes vos questions pratiques et concrètes !***

General info:

vrijwilliger@mercyships.be (NL)

volontaire@mercyships.be (FR)

+32 486 80 21 90