

BUNACTM Volunteer

volunteer ghana application pack

Dear applicant,

Thank you for downloading your application pack and for choosing to volunteer with BUNAC.

Please check that you have printed the following pages:

- This letter (p 1)
- Application form (p 2-4)
- Reference 1 (p 5-6)
- Reference 2 (p 7-8)
- Terms and conditions (p 9-10)

How do I apply?

Complete the application form and return it to BUNAC with the following documents:

- Answers to the application questions
- £400 programme deposit (refunded if your application is unsuccessful)
- Your CV
- 4 passport photos
- 2 references
- Copy of your passport
- Copy of your birth certificate

We appreciate that some of these documents may not be immediately available. References and copies of your birth certificate and passport can follow your initial application. Please make sure we have received everything by your orientation interview so that your acceptance isn't delayed.

What comes next?

We will assess your application and invite you to an orientation interview. Following a successful interview we will confirm your place on the programme and take you through the next steps.

If you have any questions regarding the programme or the application process please don't hesitate to contact us.

We look forward to receiving your application.

Regards

The BUNAC Volunteer team

BUNACTM volunteer

volunteer ghana application form

Please complete the form IN FULL and write clearly in BLOCK CAPITALS

Personal Details

Family name First name(s)

Permanent address in UK (home/parental)

<input type="text"/>	
<input type="text"/>	
Town <input type="text"/>	
Postcode <input type="text"/>	Country <input type="text"/>

Tel no. Male Female Marital status

Mobile Date of birth / / Age in years

E-mail

Do you smoke? Yes No

Do you hold a clean driving licence? Yes No

Active religion (if any)

How did you hear about BUNAC Volunteer?

Passport Information (Exactly as shown in your passport)

Town of birth Passport number

Country of birth Country of issue

Nationality Date of issue / / Date of expiry / /

Emergency Contact Details (Name and address of an emergency contact during your proposed trip ie. parent or guardian)

Full name

Relationship Address

Tel no. Town

Mobile Postcode Country

E-mail

Education

Which of the following best describes you:

Gap year Current university student Final year university student Non-student (graduate) Non-student (non-graduate)

Where applicable, please provide details of the university/college you have, are or will be attending:

University/College name

Course name & qualification

Programme Length

2 months
(£799)

3 months
(£899)

Travel Information

We will discuss your travel arrangements in detail during your interview. In the meantime, please give us an indication of your plans below:

Arrival Date: (As shown on BUNAC's website)

Approximate return date:

We'd like to share your telephone number, email address and home town details with other BUNAC volunteers who will be on the programme at the same time as you. If you'd prefer to withhold this information please tick this box .

Placement Preferences

Please indicate your top 3 placement preferences where 1 is your most preferable. We will discuss your selections in more detail during the orientation interview. (Please only identify areas that you have a genuine interest in. More information regarding each is provided on our website.)

Teaching

Work with children

HIV/AIDS Awareness

Community Development

Care work

Application Questions

On an additional sheet, please provide more information about the following points:

1. Please describe any travel experience that you have
2. Have you ever worked as a volunteer? (Please specify)
3. Have you ever worked abroad? (Please explain)
4. Do you have any experience relevant to your placement preferences listed above?
5. Please outline why you chose this programme and what you feel you could contribute
6. Are there any other details that you feel would enhance your application?

Programme Disclosure

Taking part on this programme can be physically and mentally demanding. BUNAC and our Partners need to be confident that you are in good health and that you are suited to the programme. Please answer all the questions below:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Have you ever suffered from any serious or permanently debilitating illness? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Do you have any physical limitations? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Have you ever had a nervous breakdown? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4. Have you ever been treated for anxiety or depression? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5. Are you undergoing any sort of medical treatment including pills or drugs? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 6. Do you have any allergies? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 7. Have you had any criminal convictions, spent or unspent? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 8. Have you ever been accused of, or involved in an incident involving the sexual or physical abuse of a child? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

If you have answered "YES" to any of the above questions, please provide more details on an additional sheet.

Payment Details

If you are applying within 12 weeks of your departure date you must include the full programme payment.

If you are applying more than 12 weeks ahead of your departure date you can either pay in full or pay a £400 deposit; all remaining balances will be due no less than 8 weeks before departure.

I wish to pay by cheque (please make payable to BUNAC)

Cheque Number

OR

Please debit my credit/debit card for: **£400** (deposit) OR **£799** (2 months) **£899** (3 months)

Card number

Card type

Visa

Mastercard

Maestro

Maestro Issue No.

Issue Date /

Expiry Date /

N.B. Sorry we are unable to accept Solo or Visa Electron

Security code (The last three digits on the signature strip on the back of the card.)

Cardholder's name

Billing address

Address		
<input type="text"/>		
Town	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cardholder's signature

Application Declaration

By signing this form I confirm that I have read the programme information from the BUNAC *Volunteer Ghana* website and I am familiar with the programme (BUNAC recommends that you print this for your own reference). I have read the Terms and Conditions of the programme. I agree to be bound by them and certify that all the statements I have made on this form are true. I know of no reason why I may be refused entry to Ghana. I agree to provide and take with me personal funds as stated. I understand that I may need to show proof of these funds before departure and on arrival.

Signed _____

Date

Please send your complete application to:

BUNAC Volunteer

16 Bowling Green Lane, London, EC1R 0QH.



Document check-list:

- Completed application
- Registration fee
- CV
- Four passport photos
- Photocopy of your birth certificate
- Answers to application questions
- Photocopy of Passport
- Two references

BUNACTM Volunteer

volunteer ghana reference form

Dear Sir/Madam,

Applicant's name: _____

The person named above is applying for a position on BUNAC's *Volunteer Ghana* programme. This involves working for between 2 and 3 months in relatively basic conditions in a developing country. This is a very challenging programme both physically and mentally and we need to be sure that participants have the skills, attitude and determination to benefit from, and contribute to, the experience.

This form has been given to you as someone who is familiar with the applicant's personality and skills. We would be grateful for your objective assessment of their suitability for this programme. If you do not feel able to give an objective assessment, or are a personal friend, relative, colleague or family friend of the applicant, please do not complete this form but ask the candidate to contact BUNAC for guidance on a more acceptable referee. In addition to this form, the applicant will be interviewed by a BUNAC representative and is required to submit a written application.

If you are aware that this applicant's background may make them unsuitable for the programme, we would appreciate you sharing the information with us. If you need any further details on the *Volunteer Ghana* programme, please visit our website: www.bunacvolunteer.org or contact the Volunteer Programmes Department at BUNAC's London office.

The form can be returned to the applicant or sent directly to BUNAC, whichever you are most comfortable with.

Thank you very much for your time and assistance.

Volunteer Programmes Department

BUNAC

Applicant's name

What is your connection to the applicant?

How long have you known the applicant? (please give dates)

How would you rate the applicant's personality and suitability for living and working in a developing country with regard to:

	OUTSTANDING	GOOD	FAIR	LOW
CO-OPERATION				
COMMUNICATION				
ENERGY				
ENTHUSIASM				
FLEXIBILITY				
HUMOUR				
INITIATIVE				
LEADERSHIP				
ORGANISATION				
RESPONSIBILITY				
SOCIABILITY				
TOLERANCE				
WARMTH				

Please provide any additional comments on the applicant's suitability for BUNAC's *Volunteer Ghana* programme:

To your knowledge, has the applicant suffered any significant physical or nervous difficulties? Yes No
If yes, please specify.

Are you aware of any circumstances in the applicant's background which may make this person unsuitable for working abroad? Yes No

Signature _____ Date

Name (please print) _____

Address _____

Telephone _____



BUNACTM Volunteer

volunteer ghana reference form

Dear Sir/Madam,

Applicant's name: _____

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Volunteer Programmes Department

BUNAC

Reference 2
Page 1 (of 2)

16/02/2009

BUNAC Volunteer, 16 Bowling Green Lane, London EC1R 0QH
Tel: (020) 7251 3386 Web: www.bunacvolunteer.org E-mail: volunteer@bunac.org.uk

Applicant's name

What is your connection to the applicant?

How long have you known the applicant? (please give dates)

How would you rate the applicant's personality and suitability for living and working in a developing country with regard to:

	OUTSTANDING	GOOD	FAIR	LOW
CO-OPERATION				
COMMUNICATION				
ENERGY				
ENTHUSIASM				
FLEXIBILITY				
HUMOUR				
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WARMTH				

Please provide any additional comments on the applicant's suitability for BUNAC's *Volunteer Ghana* programme:

To your knowledge, has the applicant suffered any significant physical or nervous difficulties? Yes No
If yes, please specify.

Are you aware of any circumstances in the applicant's background which may make this person unsuitable for working abroad? Yes No

Signature _____ Date

Name (please print) _____

Address _____

Telephone _____



BUNACTM volunteer

volunteer ghana terms and conditions

Important Information

The following definitions are used: “BUNAC”/ “We” refers to BUNAC Travel Services Limited. “Programme” refers to *Volunteer South Africa, Volunteer Costa Rica, Volunteer Peru, Volunteer Cambodia, Volunteer India or Volunteer Ghana.* “You”/ “the participant” refers to the person named on the programme application form. “Host”/“co-operator”/“partner” refers to the supporting organisation in the destination country.

1. Programme Registration

To register for a programme you must submit a completed application form with payment (see point 2. below) to BUNAC no less than ten weeks before your intended programme start date.

Further to your written application you will be invited to attend an interview. Your acceptance on to the programme will be based on the written application, interview and upon receipt of two references. Confirmation of your place will be made in writing.

BUNAC reserves the right to reject any application. In such cases notification will be made in writing and all monies paid will be refunded.

Your application is accepted on the understanding that you realise the challenges involved in this kind of volunteering adventure including inconvenience, discomfort and possibly illness. The principle of this type of travel is to provide volunteers with a real life experience of a developing country. It is a fundamental condition of joining any of our volunteer programmes that you are willing to acknowledge and accept these potential challenges.

If you wish to transfer your departure date to a later programme, there will be a £35 programme transfer fee. Any such request for transfer must be made in writing at least eight weeks prior to the original departure date. Transfer requests received within eight weeks will be subject to additional transfer charges.

2. Payment

Applications received within 12 weeks of the departure date must include the full programme payment. Applications received more than 12 weeks ahead of the departure date can either include full payment or a minimum deposit of £400; any remaining balance will be due no less than 8 weeks before departure.

Cheques are payable to BUNAC. Please write your name and your volunteer destination on the reverse of the cheque.

BUNAC is a members' Club. The annual membership fee of £5 is included in your programme cost.

3. Medical

You must complete the Interhealth on-line health screening prior to departure. Information given to Interhealth will be treated in confidence and you must answer all questions honestly and truthfully. Failure to do so may affect your insurance and may result in your cancellation from the programme.

If the health screening reveals something that in the opinion of the Interhealth medical officer and/or BUNAC, may put you or anyone else

involved in the programme at risk BUNAC reserves the right to cancel you from the programme.

Interhealth will provide you with a detailed list of recommended health precautions and inoculations. It is your responsibility to arrange and pay for inoculations prior to your trip.

The cost of the health screening is included in the overall programme cost.

4. Police Report

Prior to travel you must provide a police Subject Access report (requested through the local police), or complete a Criminal Record's Bureau (CRB) check. You can make a CRB application through BUNAC and we will provide the appropriate forms following your registration.

5. Placements

BUNAC, with the local co-operators, will do all they can to arrange a suitable placement on your behalf. Placements will depend on your skills and experience and the type of vacancies available at the time of your proposed trip. Placements will vary and by joining the programme participants understand that placements are subject to variation and change. Neither BUNAC nor the local co-operator can guarantee a specific placement will be available.

6. Accommodation

Due to the countries in which the placements are located, the standards of accommodation and hygiene will be in accordance with local standards and may be below Western standards. These facilities may sometimes be very basic.

7. Visas

Visas are issued at the discretion of the appropriate Embassy or High Commission. BUNAC will provide application forms and guidelines to help you through the visa application process. All visa applications will be made through BUNAC or the host organisation.

8. Flights arranged by BUNAC

Flight prices and departure details will be confirmed after the application closing date.

Unless you are advised otherwise, payment for flights and insurance will be due within ten days of confirmation being posted.

All arrangements for transport, accommodation or services (including the issue of tickets, coupons and vouchers) are made by BUNAC as agents only, and on the condition that neither they nor any associate agent, servant or employee shall be liable for injury, loss, damage, claim, accident, deviation, delay, curtailment, caused by any reason beyond the control of BUNAC, which may occur during the journey or be incurred by any company, organisation or person.

BUNAC is not an airline. By signing the application form, you authorise BUNAC to enter into a contract of carriage with an airline on your behalf.

payment of an administration fee (approximately £75). It is not possible to transfer from one departure or arrival airport to another.

BUNAC uses scheduled flights, but passengers may be booked on a group contract. Certain rights/privileges accorded to full-fare schedule passengers may not therefore apply to BUNAC passengers. Air-miles are not permitted for use.

You may apply to transfer your homeward flight dates whilst you are away. Such transfers must be made either directly with the airline or with a nominated travel agent (this will be confirmed prior to departure); such changes are subject to availability of space on the new flight and

9. Independent Travel

If you are making your own travel arrangements, you must book a return or onward flight and provide evidence of the booking prior to travel. You must arrive to coincide with one of the planned orientation meetings.

10. Cancellation

Once you have made a programme application the following cancellation charges will apply:

- a. If you withdraw your application before the interview date, the cancellation charge will be £25
- b. If you cancel within 7 days of attending your interview, the cancellation charge will be £35.

Otherwise the following cancellation charges will be applied to the payments made in respect of the registration fee and flight cost:

Period before intended programme start date	Cancellation charge
More than 56 days	20%
56 to 43 days	30%
42 to 29 days	60%
28 to 7 days	80%
Within 7 days (or if you fail to join the trip)	100%

Visa fees are not refundable once a visa application has been made.

Notification of cancellation must be made in writing and is effective only from the day that it is received by BUNAC, even if telephoned beforehand.

11. Insurance

You must purchase the BUNAC travel insurance prior to departure. BUNAC requires that you purchase adequate insurance to cover your whole trip as per the dates given to BUNAC.

The period of insurance can be extended whilst you are away. This is done through BUNAC's London office and payment for the new period of insurance MUST be made prior to the expiry of the original policy. Policy extensions will not cover the re-occurrence of a condition or situation for which a claim has already been made on a previous period of the insurance.

Insurance prices are reviewed annually and premiums/cover may change. Full terms and conditions are given in the Insurance Certificate.

12. Volunteer Conduct

By joining this programme you agree:

- To abide by the programme conditions
- To act in a professional and courteous manner at all times
- To adhere to the local laws and customs of the country that you visit
- To adhere to the Co-operator regulations and norms with reference to acceptable behaviour, timetables and dress code
- Not to act in any manner likely to bring the placement, the programme, BUNAC or the local Co-operator into disrepute.

Any transgressions may result in you being removed from the programme. The decision to take such action will be made by BUNAC and the local Co-operator and will be confirmed to you verbally and in writing.

13. Personal Information

Your personal records will be treated confidentially. However, the nature of the programme requires that your application documents and medical forms are sent to the host organisation in your destination country.

Your email and telephone number will be passed on to participants travelling at the same time as you. If you would prefer to withhold this information please indicate this on the application form. BUNAC's US office also operates volunteer programmes and where UK and US arrivals coincide we may include contact details for US participants.

Please note that BUNAC will not, under any circumstances, forward your details on to any other companies, travel-related or otherwise.

14. General

Information is correct at the time of going to press.

BUNAC will make every effort to maintain its published programmes and to minimise the effects of matters outside its control. We cannot however accept any liability for these matters. They include, but are not limited to, terrorism, political disputes, borders or airport closure, refusal of visa, industrial actions, delayed flights, airline failure, schedule changes, extreme climates etc.

Complaints: If you wish to complain about any service provided by BUNAC, its partners, co-operator, affiliates or agents, you must first inform the supplier of the service in order to give them the chance to rectify the problem. If the supplier does not satisfactorily rectify the problem, you must put your complaint in writing to the supplier and at the same time inform BUNAC by e-mail or in writing. BUNAC will do its best to rectify the problem. No complaint will be considered if the above procedure is not followed.

This booking by whomsoever and wheresoever it may be made is subject to and shall be governed and construed according to the Law of England.

07/08/2009



BUNAC Volunteer, 16 Bowling Green Lane, London EC1R 0QH

Tel: (020) 7251 3386 Web: www.bunacvolunteer.org E-mail: volunteer@bunac.org.uk