

**APPLYING TO VOLUNTEER WITH HANDS AROUND THE WORLD**

Hands Around the World volunteers are encouragers and skill-sharers sent in response to needs expressed to us. They need to have a mature and sensitive attitude and be keen to discuss but also listen! We expect a high degree of commitment, which will involve preparation over several months including communication with the host centre and fundraising. Our volunteers are expected to always behave responsibly and show a willingness to use their own initiative in organising their work schedule to encourage the successful completion of their placement.

**BEFORE YOU COMPLETE THE APPLICATION FORM, PLEASE READ THE FOLLOWING IMPORTANT NOTES**

**Costs:** You will be asked to cover the cost of your trip. These costs will be discussed with you and depend on which project you visit and for how long. An initial payment of £500 is required when you accept your placement (after we have sent you an offer letter). The balance is due at least 10 weeks before departure. These placements tend to be more cost effective for longer stays. We wish to encourage people to give as much time as possible (visa requirements permitting).

Other costs which are not included in the main costing are immunisations, visa, anti malarials, food and any internal transport you choose to use. (HATW covers the cost of getting to the project from the airport).

**Age range:** Volunteers are usually between 21 and 74 years old, but there may be opportunities for 18-21 and 75 -79 year olds – please talk to us.

**Lead-in time:** To fit in immunisations, orientation, a Disclosure and Barring Service (DBS) check, the return of references and receipt of your payment, we require a minimum lead-in time of 12 weeks. Please bear in mind that the cost of long-haul flights has increased greatly, usually the earlier you book the flight the more reasonable the cost.

**Placement length:** Volunteers can go for between 2 weeks and 6 months. Volunteers who go out for 3-6 weeks are most often useful as encouragers. They can also see how the centre is progressing and feedback very up-to-date information. From the volunteer’s point of view, a very short visit might be a starting point for a continuing relationship with the centre visited. We would like to encourage people to volunteer for as long as possible.

**Preparations:** HATW will arrange your flights, travel insurance and local accommodation at your project (these costs are covered within your payment to HATW). You will be asked for an enhanced DBS check (we can process this for you), character and work references.

You will need to attend an orientation session one Saturday, date by mutual arrangement in Monmouth. We will give you a Volunteer Handbook and we can provide you with a Fundraising Handbook on request.

**PLEASE READ THE FREQENTLY ASKED QUESTIONS SECTION ON OUR WEBSITE BEFORE APPLYING**

**5 Church St, MONMOUTH, NP25 3BX**

**Email: info@hatw.org.uk**

**Website: www.hatw.org.uk**

**VOLUNTEER APPLICATION FORM**

**Please complete and return to jane@hatw.org.uk**

Please save a copy as you will need it during the application process.

|  |  |
| --- | --- |
| Name you are known by |  |
| Full name as on Passport |  |
| Address |  Post Code |
| Home phone number |  |
| Mobile phone number |  |
| Email address |  |
| Date of birth |  | Age |  |
| Gender |  | Nationality |  |
| Passport number |  | Country of issue |  |
| Issue date |  | Expiry date |  |
|  |  |
| Name of emergency contact: |  |
| Relationship |  |
| Phone number(s) |  |
| Address |  |
|  |  |
| Occupation (current, or previous if retired) |  |
| Do you wish to volunteer in this particular field? |  |
| From when would you be available? (min 12 week lead-in) |  |
| For how long? (3 wks – 6 months) |  |
|  |  |
| Why do you wish to volunteer with HATW? |  |
| How do you hope to be able to contribute? |  |
| What do you hope to get out of the experience? |  |
| Why do you think you will make a good volunteer? |  |
| What are your strengths? |  |
| What are your weaknesses? |  |
| What relevant skills and interests do you have? |  |
| Do you have experience of living in a low-income country? |  |
| Do you have any experience of training others? |  |
| How fit and healthy are you? Any known allergies? |  |
| Is there any other information we should know? (Disclosures are confidential and will not necessarily affect your application) |  |
| What ideas do you have for fundraising to go on this project? |  |
|  |  |
|  *Sign up to our quarterly newsletter at www.hatw.org.uk/latest-news/* *HATW does not share your data with any third party. Contact* *info@hatw.org.uk* *to change your preferences. See also* [*www.hatw.org.uk/privacy-policy*](http://www.hatw.org.uk/privacy-policy) |
| I confirm that the replies to the above questions are true to the best of my knowledge and I consent to an enhanced Disclosure & Barring Service check taking place.  |

Signed………………………………………………….. Date……………………..