



Zambia Volunteer Application Form

Welcome and thank you for applying to join us as a reading volunteer to help children read in Zambia.

To help us get you know you a little better, please fill out this application form. We ask you about who you are, what skills.. etc

1. Completing the Application Form

Please complete the form giving as much detail as possible and return it to us as an email attachment to info@thebookbus.org

- Please note that this form is in PDF format, to complete it successfully you must be viewing it in Acrobat Reader. You can download Acrobat Reader free if you do not have it on your computer.
- Fill in each box by clicking in it. Don't worry if the text area looks too small, the text will automatically scale to fit.
- You must be over 18 years to fill in this application form. Please get in contact with us if you are applying as a youth group or a family with children under 18 years.
- Sign the declaration at the end of this form by typing your name in the signature box
- Send the completed form by email to info@thebookbus.org

Any queries? Please do phone (02080 999 280) or email us if there's anything you'd like to discuss about completing the form. We're happy to help you in any way we can.

2. Confirming your Placement

Once we have received your form we will check placement availability and contact you within seven working days to send you a volunteering placement offer. If you accept our volunteering placement offer, the next step is for you to confirm your placement as a Book Bus volunteer. Placement offers are normally valid for two weeks during which time we will ask you to send us your Joining Fee of £300. We'll then send you more details on how to get ready for your volunteering experience including how to obtain police clearance (known as a DBS check) which is required for working with children.

The Book Bus will continue to provide on-going volunteer support with you until your departure and throughout your time whilst you volunteer with us.

Please note that you should not make any travel arrangements to your project destination before you have received confirmation of your volunteer placement. Our recommended travel partner in the UK is VentureCo Worldwide Ltd, who can help arrange your travel plan and any onward travel before or after your volunteer placement.

3. Joining the Project

Two calendar months before the start date of your volunteering placement we will request your travel details with arrival and departure information, your DBS or valid police check clearance details, a copy of your personal health form, travel insurance and payment of your Project Fee. We will confirm your airport transfer and provide the latest project updates.

Section 1: Project Location

Please indicate which volunteer project you are applying for.

Project Location: Livingstone

Your project start date*: **Your project end date*:** (Saturdays only)

Your project duration: Weeks (Minimum two weeks, maximum 4 weeks)

* See below the project's start and finish dates and remember that all volunteer placements start and finish on a Saturday.

Project dates 2019:

Livingstone (Zambia)

Project starts: Monday 01 July (arrive 29/30 June)

Project ends: Friday 06 September 2019

Section 2: About you

Title:	<input type="text"/>	Surname	<input type="text"/>
First name	<input type="text"/>	Preferred name	<input type="text"/>
Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>	Nationality	<input type="text"/>
E mail	<input type="text"/>		
Home Phone	<input type="text"/>	Mobile Phone	<input type="text"/>
Date of Birth	<input type="text"/>	Occupation	<input type="text"/>

How/where did you hear about this volunteer role?

Section 3: Your education and qualifications

Please tick below the box (or boxes) relevant to your level of education.
(This should not be seen as a barrier to volunteering with the Book Bus)

Qualification	Tick
O level / GCSE	<input type="checkbox"/>
A Levels	<input type="checkbox"/>
Degree / Diploma	<input type="checkbox"/>
Masters / PHD	<input type="checkbox"/>
TEFL	<input type="checkbox"/>
Other qualifications	<input type="text"/>
Languages spoken	<input type="text"/>

Not sure about something? Please phone us on 02080 999 280 or write to us at volunteer@thebookbus.org

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Section 4: Your employment and previous volunteering experience

a) Have you previously worked or volunteered with us? If yes, please specify details:

b) Please tell us a bit about your previous employment and/or volunteering experiences:

Section 5: Personal Statement

Tell us a little about yourself and why are you interested in volunteering with The Book Bus

a) Why have you chosen to volunteer at this time?

b) What skills/ experience do you have to offer?

Teaching

Drama

Librarian

Music / singing

In-class support

Sport

Creative Arts

Cooking

Other

c) What do you expect to get out of your time with the Book Bus?

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Section 6: Health and Fitness

Please tick in the box that best describes your current level of fitness on a scale of 1 to 10 (1 being relatively unfit and 10 being very fit / athletic). You don't need to be an athlete, but working on the Book Bus requires some stamina and full mobility.

1	2	3	4	5	6	7	8	9	10
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Do you have any support needs that you would like us to be aware of?

Section 7: Declaration and Data Protection

DATA PROTECTION STATEMENT

By submitting this application form, I give my permission to the storage and processing of personal information by The Book Bus. I agree that personal data relating to me, which has been or is obtained by The Book Bus, including personal data given by me on this form, may be held and processed either on computer or in manual records. It may be disclosed to authorised employees of The Book Bus, and used by The Book Bus for any purpose relating only to my application.

Please tick this box if you would like us to pass your contact details to other volunteers who will be on the Book Bus at the same time as you.

DECLARATION

I declare that all the information provided on this form is, to best of my knowledge, correct.

To complete this form electronically, please type your name in the box below to indicate your signature.

Signed

Date

If signing on behalf of someone under 18 years of age please state your relationship

Thank you very much for completing your application form. Please save this document on your computer and forward a copy by email attachment to info@thebookbus.org We will contact you within seven working days with information about project availability for your requested project.



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