**HDV Volunteers/Interns** are typically **enthusiastic**, **hard-working**, **self-motivated** and **proactive** people who are able to work under their own initiative **and** as part of a team. They do not replace or take jobs away from local Africans – they **assist** them with the various projects running in their communities. HDV volunteers are also realists – they know they won’t change Africa, but they hope they will make a difference to the lives of some of the local people. If this describes you, then we’d welcome an application from you.

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

**Costs:** Please make sure that you know how much it will cost you to join our volunteer program. Full details can be found in the Volunteer Placements section of our website under the heading Costs. In summary, you will pay a non-refundable deposit of **USD$100** to secure your place on the program, and this is payable immediately on acceptance onto the program. Then an additional amount, depending on country of choice (for food, accommodation, laundry, electricity and domestic water), should be paid in full one week in advance before arrival in country.

Our **Refund Policy** is as follows:

**Refund Policy:** The deposit of **US$100** is non-refundable. As it is very difficult for us to fill volunteer places at short notice if someone cancels prior to starting their placement or leaves the program early, we require a 12-week notice period, and we can only refund any money already paid in excess of 12 weeks from cancellation of, or departure from, the volunteer placement. For example, if your placement is for 24 weeks and you decide to leave after eight weeks, you would be entitled to a refund equivalent to the cost of the last four weeks of your placement period (i.e. placement length of 24 weeks minus 8 weeks spent in Africa minus 12 weeks’ notice period = 4 weeks). Please remember that nearly all of the money you pay for your placement goes directly towards running our projects in Africa. Refunds may be paid in exceptional circumstances at the discretion of the Directors of Hope Development Volunteers.

**Starting Your Placement:** It often takes our volunteers some time to settle into life in Africa. You must be prepared to be patient as the pace of life in Africa is much slower than you will be used to. Please also remember to ask if you want any additional information from the managers at project site.

**Short Stays:** Realistically, you will not be able to achieve a tremendous amount during a short stay, but you will be able to get involved with some projects. Your stay will also give you the benefit of experiencing life in Africa.

**Volunteer Program:** Unlike many volunteering operations, our volunteer program is not rigidly structured. It is really up to you what you become involved with when you reach Africa. The local organizations have so many needs that we find it is better all-round if volunteers find their ‘niche’ once they reach Africa and have had time to talk to the other volunteers, the Coordinators, and our Managers, and also have been able to have a good look at the general area, the primary schools, the nursery schools, the health centres, administrative tasks etc. The vast majority of our volunteers have the time of their lives, but a few have found it difficult to become fully involved. You will get the most out of the program by being enthusiastic, resourceful and imaginative – and it’s important to remember that you will get out of it what you put in.

**Volunteering Information:** Please make sure you have read **all** the information in the Volunteer placement section of our website so that you understand fully your role as an HDV volunteer. We can also send you additional information and guidelines on how to get most out of your placement and stories of past volunteers who have worked with us on various projects.

**Christmas and New Year:** Please note that the period between Christmas and New Year in most of African countries is very quiet – many schools are closed and most people are on holiday. In the past, volunteers with placements running over this period have taken the opportunity to take safaris or create holiday programs with Project Managers. Therefore, please be aware that there may not be many volunteers at project site, if you arrive over the Christmas and New Year period.

*Please complete this form as fully as possible. We want to know all about you — who you are, what makes you tick, what your dreams are, and what your passions are. Be creative — please don’t write a CV!*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Date of Application* |  | | | | | |
| *Country of Interest* |  | | | | | |
| *Please indicate which area(s) of the work HDV is doing in Africa you would prefer to become involved with (e.g. teaching assistant [nursery schools, primary school, and secondary school], healthcare assistant, the environmental project, youth projects, administrative, crafts or a mixture).* | ***Health professionals: Please note that we will need photocopies or scanned copies of your qualifications.*** | | | | | |
|  | | | | | |
| *Name* |  | | | | | |
| *Address* |  | | | | | |
| *Country* |  | | | | | |
| *Nationality* |  | | | | | |
| *Phone Number* |  | | | | | |
| *E-mail* |  | | | | | |
| ***Volunteers find it useful to be put in contact with past, present or future volunteers prior to the start of their placement. Do we have your permission to pass on your e-mail address to other volunteers? Yes or No*** | | | | | |  |
| *Date of Birth* |  | | ***Gender*** |  | ***Age*** |  |
| *Ideal dates for volunteering through HDV.* | *Start* |  | | | *Preferred number of weeks* |  |
| *Finish* |  | | |
| *How flexible are you regarding these dates?* |  | | | | | |
| *Reason(s) for wanting to volunteer* |  | | | | | |
| *Previous education, employment and work/travel* |  | | | | | |
| *Experience overseas* |  | | | | | |
| *Personal interests* |  | | | | | |
| *Future plans* |  | | | | | |
| *What are your strengths?* |  | | | | | |
| *What are your weaknesses?* |  | | | | | |
| *Why do you think you will make a good volunteer?* |  | | | | | |
| *Based on the information you have read on the HDV website, plus the orientation guides and other documents, how in particular do you think that you could proactively contribute to the community development in Africa by volunteering with HDV? (Proactive, “ideas” type people tend to get the most benefit from the volunteering program.)* |  | | | | | |
| *Emergency contact details (name, address, phone number, e-mail address)* |  | | | | | |
| *We may need to take up references. Therefore, please give the name, address and e-mail of referee. This must be someone who has known you for at least five years and who is not a member of your immediate family. It would also be helpful to know your relationship with your referee (for example, a family friend, a work colleague, or someone you were friends with at college/university).* |  | | | | | |
| *Any other information* |  | | | | | |