

# Amigos Worldwide

Registered in England, Company Number 6122350,  
Registered Charity Number 1119450,  
Registered Office 7A Beech Grove,  
Pilton, Barnstaple, Devon. EX31 1PZ



## Volunteer Form

### Personal Information

Name \_\_\_\_\_  
First Middle Surname

Permanent mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
Post Code

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Marital Status \_\_\_\_\_

Sex M / F Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
DD MM YY

Spouse's Name \_\_\_\_\_

Names of children accompanying you (*if applicable*):

Last/Family	First name	Middle name	Birth date	Sex (M/F)


**Home Church Information** (if not relevant please move to Referees)

Home Church \_\_\_\_\_ Denomination \_\_\_\_\_

Pastor/Leader's name/contact details \_\_\_\_\_

Length of Attendance (or previous church if recently joined) \_\_\_\_\_

**Referees** – please supply 2 letters of recommendation

**Education/Employment** – please enclose your CV (or similar)

**Interests**

Please indicate with a tick the areas of Amigos work that you might have skills to contribute

	Sports		English		Catering
	Carpentry		Building		Intermediate Technology
	Tailoring		Home Economics		Photography/Video
	Veterinary		Farming		Child Development
	Youth Work		Pastor		Parenting skills
	Beautician		Horticulture		Repairs/DIY
	Maths		Computing / I.T		Secretarial/Administration
	Mechanic		Crafts		Nurse/Doctor/First Aid
	Teaching Skills		Business Skills		Guesthouse Management
	Cooking		Accountancy		Other – please state
	Nutrition		Mechanic		

Please explain on a separate sheet the extent to which you are trained in the above skills and whether you would be willing and able to teach them at Kira.

Other ideas you would like to contribute while at Kira \_\_\_\_\_

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### Previous Voluntary Experience

What previous volunteering experiences do you have \_\_\_\_\_

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How long would you like your trip? \_\_\_\_\_

**Support:** how would you like to support Amigos before you go and on your return:

Standing order

Fundraising

Set up a support group

Other...*please explain*

### Health

Please confirm that your travel insurance covers voluntary work abroad: Yes/No

Would you consider yourself to be in good health? Yes / No

Have you ever had, or do you have, any of the following?

(Please tick to indicate a YES and supply details on a separate sheet of paper. If your answer is NO please leave blank.)

	Back Problems		Asthma		Insomnia
	Eye trouble		Allergies		Mental/nervous disorders
	Ear Trouble		HIV/Aids		Migraines
	High Blood Pressure		Depression		Epilepsy
	Low Blood Pressure		Chronic Fatigue		Cancer
	Rheumatism/arthritis		Auto-immune condition		Diabetes
	Stomach Ulcer		Shortness of breath		

Any other illnesses or conditions we should know of?

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Are you at present under a doctor's care? Yes/No

\_\_\_\_\_

Please specify any medication you are taking at present? \_\_\_\_\_

\_\_\_\_\_

Are you allergic to any drugs? \_\_\_\_\_

Do you have any impairment, handicaps, or health conditions that require special attention, housing or dietary needs?

Yes / No (specify if "yes")

\_\_\_\_\_

### **Consent for Treatment**

In case of emergency, I/we hereby agree to the performance of such treatment, including anaesthesia and surgery, as the attending doctor or physician may deem necessary.

Applicant's Signature \_\_\_\_\_

Parent or Guardian's Signature (required if applicant is under 18yrs old)

\_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

DD

MM

YY

### **Volunteer Code of Conduct**

This code of conduct sets out the standards of behaviour expected of Amigos volunteers, not only by Amigos as a volunteer placement organisation, but also by the Amigos Placement Coordinators, providers of accommodation and, most importantly Kira Farm Training Centre.

Amigos is fully committed to responsible volunteer travel and sustainable tourism.

This code is separated into three sections: · General · Kira Farm · Accommodation

If you have volunteered to help on Kira Farm you will need to follow certain guidelines and code of conduct. The code of conduct is designed to help you achieve the most out of your experience in a safe and enjoyable manner. It also ensures that the Amigos charity and the local people we work with are treated with respect and that consideration is given to other cultural aspects during your visit. Please note that breaches of these guidelines may result in your visit being terminated without compensation.

### **General**

- Listen to, and follow the advice or requests of your Amigos **Placement Coordinator – Robert Bayati (Uganda) and Phil Pugsley (UK).**

- Understand that you are a representative of not only Amigos but also your country and act accordingly.
- Realise Amigos has a zero tolerance policy towards the possession and use of illegal substances. If you are found in possession of, or are under the influence of such substances, you will have your placement contract terminated immediately.
- Respect, and seek to understand, the culture of the country. This involves being tolerant to varying approaches of the local people (your coordinator can explain the cultural norms and advise you.)
- Be aware of potentially different attitudes towards sexual relationships in the country which you are volunteering and understand the effect that any such relationship may have on individuals and the local community
- Treat all people with respect and dignity.
- Dress appropriately at all times with regard to the culture you are living in
- Do not engage in political demonstrations or illegal activities
- Do keep your Placement Coordinator informed of your plans about trips and weekends
- Only consult your Placement Coordinator outside normal working hours in an emergency.

### **Kira Farm Training Centre**

- Refrain from smoking in and around Kira Farm premises and within the surrounding village
- Refrain from using bad/foul language around Kira Farm premises and within the surrounding village
- No volunteer can be alone with any students. (Other than with permission from Amigos staff)
- Students' accommodation, washing and toilet area is out of bounds unless otherwise stated
- Do not make sexually suggestive comments about or to a young person even in fun
- Do not engage in inappropriate and intrusive touching of any kind including rough, physical or sexually provocative games
- Do not openly judge, criticise or challenge any learning activities
- Do affirm, encourage and empower both Kira students and the hardworking staff
- Treat all students with equal consideration and care; not favouring any one person
- Be sensitive to students' background and past, focusing on positive success and future goals
- Do not walk around Kira Farm without first seeking guidelines, bio-security is of the utmost importance for livestock/chickens and appropriate footwear and disinfectants may be needed
- Act as a conscientious member of the team
- Abide by Kira Farm rules and respect them as any other member of staff.
- Listen to and follow the instructions of your supervisor / contact at Kira Farm in addition to those of your Placement Coordinator.
- Inform your supervisor / contact at Kira Farm if you are at any time unable to fulfil the duties to which you have committed.
- You must treat with care all the materials that you use during your placement.
- If you wish to extend your placement make suitable arrangements with your Placement Coordinator; arrange payment for accommodation and ensure your travel insurance covers the extension.
- It is not possible to extend your stay without official confirmation from Amigos.

### **Accommodation**

- Respect local custom and abide by the rules of the accommodation in which you are staying – this includes no smoking and no drinking policies where appropriate.
- Check with the manager of accommodation before inviting anybody to your room.
- Be aware that overnight visitors are not allowed.
- Respect the accommodation you are using and pay for any damage you may cause to the property.
- Stay at the accommodation allocated to you.
- For security reasons you are not allowed to make your own accommodation arrangements.
- Settle any outstanding bills before leaving the accommodation.
- Be aware that there will be no refunds for food/accommodation if you decide to go on unplanned trips

or leave early.

As an Amigos volunteer I have read and agree to follow the above code of conduct.

Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

DD MM YY

### Release of Liability

I/We do hereby release Kira Farm and Amigos Worldwide its staff, agents, and volunteer assistants from any liability whatsoever arising out of an injury, theft, damage, disability or loss of health, property, emotional stability or life, which may be sustained by said person during the course of involvement with Kira Farm and Amigos Worldwide.

Applicant's Signature \_\_\_\_\_

Parent or Guardian's Signature (required if applicant is under 18yrs old)

\_\_\_\_\_

Full name of parent or guardian and relationship to volunteer

\_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

DD MM YY

## Volunteer Reference Form

Please answer all sections printed below. Each form will be treated in the strictest confidence. If you have any questions regarding the programme or the reference request, please contact:

Phil Pugsley telephone: 01271 377664 mobile: 07967822464 or phil@amigos.org.uk

### Section A - The applicant:

- 1) In what capacity do you know the applicant? (e.g. friend, colleague etc.)
  
- 2) How long have you known the applicant?
  
- 3) To the best of your ability, please comment on the applicant's
  - Trustworthiness
  
  - Honesty
  
- 4) To the best of your knowledge, are there any reasons why the applicant should not be considered for volunteering or full involvement in the daily life of Kira Farm Training Centre?

### Section B: Your details: Please help us by completing your details

Your full name:

Address:

Phone number:

Occupation:

Signature \_\_\_\_\_ (if returning by post only)

**Returning this form:**

Please email this completed form to Phil Pugsley at [phil@amigos.org.uk](mailto:phil@amigos.org.uk) or post to:

Amigos, 3 Boutport Street, Barnstaple, Devon, EX32 1RH

Many thanks for your assistance.



Phil Pugsley

CEO Amigos