

VOLUNTEER

APPLICATION FORM



Manywa initiative
for children

Application Form for Volunteer Assistants IN Uganda

This is the form to apply for a position as International Volunteer Assistant at the Manywa Initiative for Children Centre in Masaka, Uganda, as advertised on our website/social media www.mic-ug.com/. If you wish to submit a proposal for a short-term project, please indicate the total duration in the following form.

Three steps are necessary to apply:

- 1) Please answer all the questions by filling out the appropriate boxes, as indicated in the italic text above each of them
- 2) Sign the consent form, make a scan of the signed form and save the file under the format "YY/MM/DD Name FirstName" (date in reverse order).
- 3) Send the application form together with a short CV (resume) by the indicated deadline to manywainitiativeforchildren@gmail.com

I. PERSONAL INFORMATION

Please indicate for which position and dates you are applying:

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Full Name:			
Date of Birth:		Gender (M/F/X):	
Nationalities:			
Full Address:			
Phone No.			
Email:			

CONSENT DATA PROCESSING

As organisation, we need to collect and hold data about you to enable us to process your application. The EU's General Data Protection Regulation (GDPR) places a further (and new) obligation on our organisation to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it. We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

The specific data we wish to obtain, and hold is as follows:

	Type of data	Why we wish to hold it	How long it will be kept for
1	Personal data Name, gender, address, nationalities, etc., as specified in this application form	This will enable us to comply with the law and maintain correct records.	Data obtained during recruitment will only be kept until <u>either</u> your application has been declined and then destroyed after 6 months <u>or</u> if a job offer is made and a more comprehensive GDPR consent form will be issued.
2	Recruitment data (CV) Previous employers, types of job held at other companies, skills and qualifications obtained	This will allow us to decide on your suitability for volunteering with us.	Data obtained during recruitment will only be kept until <u>either</u> your application has been declined and then destroyed after 6 months <u>or</u> if a job offer is made and a more comprehensive GDPR consent form will be issued.
3	Opinion data Your opinion on topics relevant to our work, as specified in this application form	This will allow us to decide on your suitability for volunteering with us.	Data obtained during recruitment will only be kept until <u>either</u> your application has been declined and then destroyed after 6 months <u>or</u> if a job offer is made and a more comprehensive GDPR consent form will be issued.

Agreement to use my data.

I hereby freely give Manywa Initiative for Children consent to use and process my personal data relating to my volunteer application, as specified in this application form.

In giving my consent, I understand that:

- I can ask to see this data to check its accuracy at any time via a subject access request.
- I can ask for a copy of the personal data held about me at any time, free of charge.
- I can request that data that is no longer required to be held can be removed from my file.
- My data will be destroyed after 6 months if I am unsuccessful with my application.
- The Data Controller for Manywa Initiative for Children is Mr Paul Wasswa and I can contact him directly if I have any questions or concerns: manywainitiativeforchildren@gmail.com

Full name:

Date and signature:

II. PREVIOUS EXPERIENCE

Please note: we do not require volunteers to have extensive prior experience but we do request at least a certain level of English language, skills and some interest and commitment for the position you want to fill. Please answer these questions with a maximum of 100 words each.

Please describe your strong points as a person.

Please describe your previous relevant experience regarding the position you apply for.

Please describe your language skills for spoken/written English and other UN official languages.

Have you volunteered before? If so, tell us more about it!

Have you ever lived/worked in an undeveloped zone before or in a vulnerable community?

Do you have artistic capabilities you would feel able to lead activities in? For example, arts, sports, other qualifications... (For online volunteers share other virtual skills that could be useful during your volunteering) Please share your ideas and skills!

What three accomplishments are you most proud of in your life? Why?

Describe a situation when you influenced/led a group or an individual in a positive way.

III. MOTIVATION

Please note: your motivation is key to tackle the very challenging tasks at hands in a difficult environment. Your volunteer service will neither be a holiday camp nor a survival training or a self-finding trip. Please answer these questions with a maximum of 150 words each.

Please describe your motivation for serving as volunteer for the Manywa Initiative for Children.

What benefit do you think your volunteer can bring to those we serve?

What do you personally hope to gain from the time of your volunteer service?

What do you think is the most important aspect of a volunteering role?

IV. LIVINGWELL (Avoid for online volunteers)

One of the key concepts for our work is expressed by the term “spiritual solidarity” as a special form of cultural sensitivity. Living and working together at the MIC Centre is a daily balancing act between own convictions/habits and those of others. Please answer this question with a maximum of 200 words.

Please tell us in own words what “spiritual solidarity” could possibly mean to you and give us an example on how it might be implemented as an international volunteer.

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Do you have any medical conditions, long-term injuries or allergies? (If so, please state), Are you taking any medications? (If so, please state)

Thank you for taking the time to fill out this application form. Please do not hesitate to ask us any further question by mail at any moment of the selection procedure.

ORGANISATION RULES

- 1) Please take care to exhibit appropriate behavior if interacting physically with children.
- 2) Please ask for permission before displaying photos of children on social media or the internet.
- 3) Please don't smoke, use drugs, or consume alcohol on the organization's premises.
- 4) Always have another adult or staff present if you are in the children's bedrooms.
- 5) Always have another adult or staff present if you are bathing the children or in the children's bathroom.
- 6) Never have children in your bedroom.
- 7) Please don't take children outside the organization/school without permission.
- 8) Please interact with children only in public spaces (such as classrooms and the library if the project is in a the school).
- 9) Please don't show favoritism to any individual child or give excessive gifts to the children.
- 10) Please don't give money to children.
- 11) Always inform local staff if you witness or suspect inappropriate behavior by other staff or children.
- 12) Don't share contacts or addresses with strangers this should only happen in the office.
- 13) You should respect the organization values and confidentiality as far as its information is concerned.
- 14) Please don't use any physical force (such as slapping) with the children.
- 15) Short pants especially for the female volunteers is not allowed to wear in public.

16) Please take note of the language used while in the public. (Such as slangs like “fuck”, “shit” etc.) are not allowed.

17) Please you are not allowed to visit children families without any staff.

18) You are not allowed to start a personal fundraiser without being discussed on with the organization.

VOLUNTEERS RULES

1. You should make your bedroom and washroom clean.
2. You are not allowed to enter the house with shoes from outside.
3. You should wash your dishes every after having a meal.
4. You should not smoke or take drugs in the house.
5. You should have a proper sitting position while having a meal on the dining table.
6. You should wash your bed sheets or clothes yourself unless any arrangement are done.
7. You are not allowed to use any abusive languages with other volunteers.
8. If case of any damage on the organization resources a compensation should be made.
9. You must respect the staff and obey the organization rules as set forth.