



Child and Adult Support Team

International Division of Social Enterprise L.I.F.E.

APPLICATION FORM 2010



DETACH AND KEEP THIS PAGE SAFE

DEADLINE FOR 2010 APPLICATIONS: 31st MARCH 2010 – Applications received early may be processed quicker and there will be a higher availability rate across projects.

The Child and Adult Support Team is the international division of L.I.F.E., a non-profit Social Enterprise led by a dedicated team of qualified professionals and students from across the UK. Since 2004 we have been supporting unforgettable volunteer opportunities which change the lives of volunteers and project beneficiaries alike! We work with partner organisations to improve lives and make dreams a reality. Thank you for deciding to join our team! This application form is for individuals aged 16 years and over who wish to take part in an overseas placement with our organisation. There is no age limit for CAST volunteers.

1. Your application form with two references and photocopies of any certificates, and your CV which you would like us to see should be posted to the following address: **CAST, Life Improvement For Everyone, Suite 171, 111 Piccadilly, Manchester M1 2HX UK**. Please do not send more than TWO references or TWO certificates etc. CVs should not be more than two sheets of A4. Please ensure you pay the correct postage, large stamps are required for A4 envelopes. Please use the reference form at the end of this application.
2. The sooner we receive your form, the more likely it is that we will be able to find a place for you on your chosen project. Photocopy your form and keep them safe until after your interview.
3. It is necessary for you to have **work experience with children/adults with moderate to severe learning disabilities (especially Autistic Spectrum Disorders)** before you work with institutionalised people with special needs on some projects in Romania, Bulgaria, and Belarus. Ideally, you should have some before you come to interview but this is not essential. Applicants applying to work in India and Uganda will need to demonstrate they have the maturity and independence necessary to volunteer competently so far from the UK. We would encourage anyone who feels passionately about improving the lives of others to apply as we will make allowances for experience if we can identify the necessary personal qualities of a CAST volunteer.
4. Make sure you have looked carefully over all the information on the CAST website. Copies of newsletters are also available on the CAST website. If you have not heard from us within four weeks of posting your application, please **email** us at applications@cast-uk.com. We reply to everyone who applies, therefore if you do not hear from us we do not have your application form.
5. Most people who apply for our projects apply as an individual volunteer. However, we consider applications made by groups (including families) for some projects. Groups should submit their applications and supporting documents together, with a cover letter detailing the full names of all the people within the group. For the application process, a 'group' is defined as two or more applicants wishing to volunteer together on the same trip.
6. We make no discriminations as to whom we work to support. This means we work with babies, children, and adults with behavioural and emotional problems, HIV/AIDS, TB, Hepatitis and other medical problems, mental illnesses, and of any faith and race. If you wish to work with us, you should be aware that you may well come into contact with any/all of the above. All reasonable steps are taken by our organisation to ensure the safety and well-being of our volunteers.
7. Please tick the project(s) you would like to undertake on the following table. You can apply for projects in multiple countries although you may need to carry out work in Europe before undertaking projects in India **ONLY IF** you wish to be allocated to more than one simultaneously (e.g. Romania July, India August). Details of our projects can be seen on our website and in our newsletters which is free through our website.
8. **Please send a cheque made payable to Life Improvement For Everyone (L.I.F.E.) for £35.00 with your application. This will form your deposit – full details of which are on the following page.**



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CAST Timeline information 2009 - 2010

October – November 2009	First round of interviews
20th December 2009	Updated project specific information available on the CAST website
January - February 2010	Second round of interviews
31st March 2010	Deadline for all applications.
April 2010	Final round of interviews
3rd May 2010	Deadline for all volunteers' project cost payments.
29th – 30th May 2010	COMPULSORY core induction and training weekend for all volunteers.
1st June 2010	Deadline for all volunteer donations.
July 2010 – October 2010	Majority of CAST trips take place (BACT trips run from March – Dec 2010).

INTERVIEW INFORMATION:

- * You will be offered an interview date following submission of your application form.
- * If you are unable to attend this interview date, you must let us know as soon as possible. Unfortunately we cannot guarantee that we will be able to allocate you to a second date and time. We will however, endeavour to do so.
- * 48 hours notice must be given before your interview if you are unable to attend. Notice must be given by telephone to Victoria Eyre on 07501463706.
- * If you do not attend your interview or provide sufficient notice, you will be required to submit another application form unless otherwise instructed by the admin team.
- * Each volunteer is allocated two interview opportunities. If you are unable to attend your second interview, then you will be required to reapply as we will destroy the copy of your original application form.
- * In accordance with data protection, all application forms submitted which do not lead to a place being allocated to a volunteer will be shredded.

DEPOSIT INFORMATION:

- * As stated above, you must supply a £35.00 deposit with your application form.
- * Your deposit will be banked by the organisation in the following circumstances:
 1. You are accepted onto a CAST trip following your interview.
 2. You do not provide 48 hours notice that you are unable to attend your interview.
- * If you attend an interview and are successful in acquiring a place on a CAST trip, your deposit will be banked in order to secure your place until the remainder of your project costs are paid. If you decide at a later date that you do not wish to undertake your volunteer project with CAST, we will not be able to refund your deposit at this stage.
- * If you are not successful at interview, your deposit cheque will be destroyed and not banked.
- * If you are struggling to find the deposit, please contact us at your earliest convenience before submitting your application form.



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NB. Some dates may alter slightly depending upon flights available. **Green** projects are ideal for less experienced volunteers, and **orange** projects are slightly more challenging. We recommend flexibility in order to improve your chances of gaining a place. Feel free to mark on your 1st, 2nd and 3rd choice.

OLTANIA, Romania: Work with children with disabilities living in an institutional setting and work in two large institutions for adults with disabilities. Intensive Interaction and Behavioural and/or Emotional Management Training available.	13 th -24 th February <input type="checkbox"/>	3 rd - 17 th April <input type="checkbox"/>	26 th June – 10 th July <input type="checkbox"/>	10 th - 24 th July <input type="checkbox"/>	24 th July-7 th Aug <input type="checkbox"/>
	7 th -18 th Aug <input type="checkbox"/>	18 th -28 th Aug <input type="checkbox"/>	28 th Aug- 11 th Sep <input type="checkbox"/>	11 th – 23 rd Oct <input type="checkbox"/>	Any of these dates <input type="checkbox"/>
BACAU, Romania: Work with children who live in poverty (mixed ability). Support young Romanian volunteers in their work in hospitals and care centres. Large focus on creativity. Play and Art therapy training available.	5 th – 19 th July 2010 <input type="checkbox"/>		19 th Jul - 2 nd Aug 2010 <input type="checkbox"/>		
	2 nd - 16 th Aug 2010 <input type="checkbox"/>		16 th – 30 th Aug 2010 <input type="checkbox"/>		
PLEVEN, Bulgaria: Work with the Bulgaria's Abandoned Children Trust in a large orphanage for 250 babies and children. Many children have symptoms of institutional autism as well as physical and/or learning disabilities. Intensive Interaction and Behavioural and/or Emotional Management Training available.	28 th February- Sunday 21 st March 2010 <input type="checkbox"/>	28 th March- 18 th April 2010 <input type="checkbox"/>	25 th April- 16 th May 2010 <input type="checkbox"/>	23 rd May- 13 th June 2010 <input type="checkbox"/>	
	20 th June-11 th July 2010 <input type="checkbox"/>	18 th July- 8 th August 2010 <input type="checkbox"/>	15 th Aug - 5 th Sept 2010 <input type="checkbox"/>	Any of these dates <input type="checkbox"/>	
HYDERABAD, India: Developmental assessments of 6 month old babies. Work with babies and children with special needs using Intensive Interaction, and teaching English in a slum community.	5 th – 26 th July 2010 <input type="checkbox"/>		26 th Jul - 16 th Aug 2010 <input type="checkbox"/>		16 th Aug – 6 th Sept <input type="checkbox"/>

Please indicate whether you are a specialist volunteer or general volunteer below:

General Volunteer:

Part of the work you undertake through this project involves raising a donation of £250. Should you require any support in this, just contact one of our voluntary PR and Marketing Group and Regional Representatives who are there to help you. 100% of this donation goes to L.I.F.E. and projects for the people we work to support.

Specialist Volunteer:

Specialist volunteers must hold a qualification and practice a profession relevant to our work (e.g. social work, teaching, medical doctor, psychologist, therapist, nurse, etc.) and have five years post qualifying experience. No financial donation is required from specialist volunteers although we do ask for written clinical and practical input following your trip. If you are unsure as to whether you are eligible to apply as a Specialist Volunteer please contact Vicky Eyre, Overseas Volunteer Manager.



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All details provided will be kept private and confidential

Surname: _____

Forename(s): _____

DOB: _____

I am applying as: **an individual** **member of a group**

Names of other group members: _____

Attach photo
securely here
by staples,
sellotape, or
sticky back
plastic

Contact Details: Address of permanent residence

Email address (very important, please write clearly) _____

Home &/or mobile no. _____

Current occupation: _____

Name of current place of work: _____

To be completed by students

Name of current/most recent School/College/University _____

Year of study _____

Name(s) of current A-levels/degree/other qualification(s) _____

How did you hear about our organisation? _____

I would like an interview in: **North London** **Macclesfield, Cheshire** **Either**

Emergency Contact: _____ **Relationship to you:** _____

Contact Details (if different from above):

Email address _____



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Home &/or mobile no. _____

Do you have any qualifications which may be useful to your volunteer work? (e.g. First aid, Dip, BSc/BA, NVQ)

Have you carried out any voluntary work before? Yes/No (If yes please give details as bullet points)

Please list your experience with vulnerable groups of people to date (vulnerable groups include children, adults with disabilities, and older people with difficulties). Details can be discussed during your interview.

Do you have any planned work experience placements with vulnerable groups?

What do you think you can offer as a part of the team?

Have you ever been to a developing country such as Romania, Hungary, Poland, India or Africa before? Yes/No (If yes please give details)



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Do you have any special dietary requirements? Yes/No (If yes please give details)

Do you have a criminal record? Yes/No (If yes please give details)

Have you ever had counselling for any reason? Yes/No (If yes, we would be grateful if you could provide details although this is not obligatory. We only ask so arrangements can be made for more support if you think this is necessary. Information you provide will NOT affect your application).

Have you got a physical or mental health problem, serious or minor? Yes/No (If yes, we would be grateful if you could provide details although this is not obligatory. We only ask so arrangements can be made for more support if you think this is necessary. Information you provide will NOT affect your application).

Is there anything not covered in this form you think we would like to know about you? (e.g. past achievements/problems, why you are interested in this specific programme etc.)

I guarantee that all information on this form is true to my knowledge.

Signed _____ Date _____

If under 18 please ask a parent/guardian to sign also

Signed _____ Date _____



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Thank you for completing this application form!



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This referee form should be completed by someone who has known the applicant for three years or more and who is not related to them. It should then be returned to L.I.F.E. with the applicant's application form.

Confidential - Request for Reference (1 of 2)

Name of volunteer applicant

The above person has applied for a position as a voluntary humanitarian aid worker to support vulnerable people abroad as a member of a small volunteer team. (S)he has suggested you might provide a reference. We would be grateful if you could provide whatever details you feel able to according to the criteria below.

Delete/ignore as applicable.

How do you know the applicant? _____

What is your current relationship with the applicant? _____

How long have you known the applicant? _____

Attitude	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Relationships with others	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Team-working	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Personal integrity and honesty	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Reliability	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Calmness under pressure	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Competence	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>

Any other comments?

Referee's signature Date.....

Referee's name and title.....

On behalf of (employer/organisation, if applicable)

Contact details of sender of this request (email, phone, etc)

.....

Please make a copy of your reply for your own records and if in doubt about anything you'd like to state on this form please seek advice before writing and sending a response.

Thank you for your assistance.

L.I.F.E. contact details: enquiries@cast-uk.com or 07501463708



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This referee form should be completed by someone who has known the applicant for three years or more and who is not related to them. It should then be returned to L.I.F.E. with the applicant's application form.

Confidential - Request for Reference (2 of 2)

Name of volunteer applicant

The above person has applied for a position as a voluntary humanitarian aid worker to support vulnerable people abroad as a member of a small volunteer team. (S)he has suggested you might provide a reference. We would be grateful if you could provide whatever details you feel able to according to the criteria below.

Delete/ignore as applicable.

How do you know the applicant? _____

What is your current relationship with the applicant? _____

How long have you known the applicant? _____

Attitude	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Relationships with others	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Team-working	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Personal integrity and honesty	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Reliability	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Calmness under pressure	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Competence	Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>

Any other comments?

Referee's signature Date.....

Referee's name and title.....

On behalf of (employer/organisation, if applicable)

Contact details of sender of this request (email, phone, etc)

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