

# Jewel of Africa

## Botswana participant application form In-bound **volunteer** work and travel program

Name of overseas agency: \_\_\_\_\_ (please print clearly)

Gender: Male / Female : \_\_\_\_\_ Full Name : \_\_\_\_\_  
(First name in Full and Last name)

Mailing Address (State if its school/home address. include city, and country):  
\_\_\_\_\_  
\_\_\_\_\_

ID number : \_\_\_\_\_ PP number : : \_\_\_\_\_  
Date of Issue: \_\_\_\_\_ Country of Issue: \_\_\_\_\_  
Country of Legal Residency: \_\_\_\_\_ Telephone (include country code): \_\_\_\_\_  
Citizenship: \_\_\_\_\_ Passport Date of expiry: \_\_\_\_\_  
Birth Date : \_\_\_\_\_ City of Birth: \_\_\_\_\_  
(dd,mm,yyyy)

Do you hold a clean driving licence? **Yes / No** Driving Licence Number: \_\_\_\_\_

### If you are a Student:

Name of school: \_\_\_\_\_ Major field of study: \_\_\_\_\_

Are you a full-time student? Yes / No

Year in School (Please circle one): 1 2 3 4 5 (if University) 1 2 3 4 5 (if Post Graduate)

When do you expect to receive your diploma/degree? Month: \_\_\_\_\_ Year: \_\_\_\_\_

### In case of emergency, contact:

Name : \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Telephone: \_\_\_\_\_

### Participant's Parent Contact Information (If under age 21)

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Father's Occupation: \_\_\_\_\_ Speaks English: Yes / No  
Mother's Occupation: \_\_\_\_\_ Speaks English: Yes / No

Tell us about your interests, hobbies or activities  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred Start Date : \_\_\_\_\_ Second choice: \_\_\_\_\_

Preferred Length of Stay: 6 weeks / 8-10 weeks / 10-12 weeks

Level of English : Intermediate Intermediate-Advanced Advanced Fluent  
English exams taken (please give score)  
TOEFL \_\_\_\_\_ TOEIC \_\_\_\_\_ IELTS \_\_\_\_\_ SLEP \_\_\_\_\_ other \_\_\_\_\_



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MTC **Experience Abroad** offers **unpaid volunteer work positions** in:

Please mark your choices in order of preference:(1: 1<sup>st</sup> choice, 2: 2<sup>nd</sup> choice, 3: 3<sup>rd</sup> choice)

\_\_\_\_ Education School Projects with children

\_\_\_\_ Mental or physically challenged projects

\_\_\_\_ Environmental Projects e.g. Protected Areas

\_\_\_\_ Public Health Care – Private homes

\_\_\_\_ Eco-Tourism

\_\_\_\_ Building Projects

\_\_\_\_ Tutor/teach local children conversation English

\_\_\_\_ Working with youth – e.g. teenage mothers projects

\_\_\_\_ Raising funds for some NGO's and or charity / projects

\_\_\_\_ Research Assistant positions and copy writers for news reporters, talk radio and help media educate and encourage cultural interaction in the media

\_\_\_\_ Volunteer in small scale private companies to help young enterprenours in the fields of Advertising, PR, Web designs, IT, Marketing Research, Media monitoring, Database Development, Construction etc. And many more other fields.

\_\_\_\_ Local Projects for children include Aids Orphans -children whose parents have died or are dying of the epidemic and duties would include homework assistance, story telling etc Organising occassional weekend outings for some disadvantaged children. Volunteers will choose exciting activities to share with the children they will be looking after in the hopes of giving them the time of their lives. Many of these children have not experienced anything exciting such as visiting a Game Reserve or a Lion park or a restaurant.

Other-PleaseSpecify: \_\_\_\_\_

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### INTERVIEW

Have you ever been on a volunteer program in a third world country? Yes / No

Why do you want to participate in this program?

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What are your strongest qualities?

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What is the most rewarding experience you have had?

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What are three good characteristics people say you have?

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What are two things that you think people do not like about you?

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What are **three words** that you think of when you think about Africa?

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What would you do if your boss became angry and started yelling at you?

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What level of school/university have you completed? \_\_\_\_\_

Specific studies: \_\_\_\_\_

Date you graduated: \_\_\_\_\_

**Which of the following best describes you:**

Current University Student

Gap Year Student (to attend university in next intake)

Non-Student (graduate)

Non-Student (non-graduate)

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### Please also attach your resume (Curriculum Vitae)

Please describe your past employment or volunteer positions.

Include the name of the organization, your position and duties, and the dates that you worked there. (You may use a separate sheet of paper if needed.)

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Are you a smoker? **Yes / No**

If yes, are you willing to only smoke outside? \_\_\_\_\_

Are you willing to share a room? **Yes / No**

Do you mind living in a dormitory style accommodation? **Yes / No**

Do you have any pre-existing medical condition? **Yes / No**

If yes, please describe:

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Allergies and/or Dietary Restriction (food, animals, etc.) :

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Do you live at home now? \_\_\_\_\_

Have you ever lived away from home? If so, please describe:

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**Please keep copies of all materials.** If you are accepted into the program, much of the information that is provided here will be requested for your visa application.

## Application declaration

I have read the program details and conditions, and understand the terms and conditions of the program. I agree to be bound by them and certify that all the statements I have made on this form are true. I know of no reason why I may be refused entry into the host country. I agree to provide and take with me personal funds as stated. I understand that I may need to show proof of these funds before departure and on arrival.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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## Botswana participant application form In-bound **volunteer** work and travel program

### addendum

Volunteer work & travel program -terms & conditions

This addendum is effective immediately. 100% of Jewel of Africa Volunteer work and travel program Participants **MUST** sign on this addendum page to be able to participate in the program.

#### Address Updates

1. I understand that I must update **MTC Experience Abroad** about my current/changing physical address in Botswana within 5 calendar days to maintain my program status in good standing. I further understand that **MTC Experience Abroad** requires this information in a very timely fashion in order to maintain my program status within the context and regulations of the program.
2. I understand I must confirm my physical location with my family and agent (not P.O box address) within 10 days of arrival after arrival in Botswana through the postcard I received with my form packet. I understand I also must report by postcard to **MTC Experience Abroad** within 5 calendar days of any change-of-address or change in physical location if is different from the address provided by the program.
3. I understand if I do not comply with the rules on my Volunteer Work & Travel Program Terms & Conditions in my application and this addendum, I must be reported to the organization I am volunteering in as being 'out of program', which will now have serious consequences for me. Once this report is made by my agent, it may not be possible to put me back in program. The result of this would be that I would be expelled from the program and would have to find my own accommodation and leave the program. There will be no refunds and will lose the deposit as well.
4. I have been informed by my local agency in my home country that I should come prepared with sufficient funds to cover my personal expenses while on this program as the volunteer work is **unpaid work** positions.
5. I understand that there is a deposit that needs to be paid when handing in this application form to my local agent who will then pay over this fee to **MTC Experience Abroad**.
6. I understand that my local agent may mark up the non refundable booking fee and that they have the right to.

**IMPORTANT:** PLEASE READ THOROUGHLY AND SIGN AFTER COMPLETING THIS

**Terms & Conditions.** If you have any questions, please ask your local agency before you sign this terms and conditions. Note: Voluntary ignorance will not release you of your responsibilities. My signature below confirms that I have read, understand and agree to abide by the program rules, including this addendum page.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If participant is under 21 years of age)

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### Agreement [Requirements, Qualifications and General Conditions] This is a legal and binding agreement.

1. I am between the age of 18 and 35.
2. I understand that the program provides one job placement and that all work placements are from 8am to 3pm
3. I understand that the program provides **unpaid volunteer work placements** in the city of Gaborone in Botswana, Southern Africa.
4. I agree to comply with all vaccinations and immunization requirements at my own expense and I will obey all local laws.
5. I understand that pregnant applicants may not participate in any of MTC Experience Abroad programs. In cases where pregnancy occurs or it is discovered after arrival, the same policy applies. In instances where the participant becomes pregnant, they must terminate their program and return home within 2 weeks at their own expense. Participants must contact their local Support Coordinator to make return arrangements within 72 hours and participant is responsible for all medical bills incurred prior to arrival in home country.
6. I agree to begin work no earlier/later than the start date indicated on my acceptance form and agree to terminate work relations in Botswana no later than the end date indicated on my acceptance form.
7. I understand that I agree to do my best to complete the Volunteer Work and Travel Program. Should I be unable to complete the program, I will no longer be authorized by MTC Experience Abroad to remain in the Volunteer Work and Travel Program for work or travel purposes. If the participant doesn't return home within 72 hours upon reporting to work, MTC Experience Abroad to report that the participant is out of program and that MTC Experience Abroad believes they are not returning home.
8. I will cooperate fully with those supervising the program on behalf of and in correspondence with MTC Experience Abroad and I agree to abide by any reasonable instructions that they may give me. I understand that MTC Experience Abroad reserves the right to terminate the participation in the program of any participant whose conduct during the program period may be considered detrimental or incompatible with the interest and security of the program. If this decision is ever taken, the participant will have no right to any refunds.

#### Application and Visa Document Process

- I understand I should submit a complete application and full payment at least 4-6 weeks prior to arrival. I will not hold MTC Experience Abroad responsible for any results in the process or position cancellation due to this late submission.
- I understand that if I have intentions to spend more than 3 months, I must inform my agent of this possibility in order for MTC Experience Abroad to process the short stay work permit before my arrival to Botswana. This short stay work permit allows the volunteer to work in Botswana full time for not more than 6 months. This can be obtained only once and costs USD1000.00. Note that this is additional cost. This can **NOT** be organized while participant is already in Botswana.
- I understand that the normal processing time for the visa documentation is 2-6 weeks for those that require a visa. Please note that the following passport holders do not require to apply for a visa before landing in Botswana:
  - (1) Commonwealth countries **except** for Ghana, India, Nigeria, Sri Lanka and Pakistan.
  - (2) Australia,
  - (3) Finland
  - (4) Greece
  - (5) Netherlands
  - (6) Sweden
  - (7) Switzerland
  - (8) USA
  - (9) Belgium
  - (10) France
  - (11) Iceland
  - (12) Norway
  - (13) Denmark
  - (14) Germany
  - (15) Italy and (16) Ireland
- I have a valid passport and I will complete all visa requirements in accordance with instructions.
- I understand I cannot participate in this volunteer Work and Travel Program without a tourist visa stamped in my valid passport. The tourist visa is for a maximum stay of 90 days and it cannot be extended beyond 90 days within one year. However one is eligible 90 days in every one year.
- I understand that my host company that I will be volunteering for, will be responsible for obtaining a volunteer work permit on my behalf which takes 5 working days, over and above my tourist visa.

#### Insurance

Botswana Government regulations require appropriate medical and travel insurance for participants on the Volunteer Work & Travel Program. The policy offered through MTC Experience Abroad is designed to meet the requirements.

- I understand that I must have my insurance covering me on the program period and agree to maintain my health insurance while in Botswana. I also understand
- I'm fully responsible for arranging insurance for the optional days for the travel period as a tourist.
- I understand that MTC Experience Abroad is not involved in anyway in my medical insurance as this is organized by each participant individually.

#### Participant Expenses

- I understand I am responsible for all travel expenses. This includes between the orientation site to the housing provided and to host company.
- I agree to bring a minimum of \$1000 cash or travelers' checks and another \$1500-\$2500 credit card for personal expenses.
- I understand that I am expected to respect the property of host companies and the housing facilities and will pay for property damage I cause. Destruction and/or theft of property will be grounds for eviction and/or disciplinary sanction.
- I understand that I am expected to pay a refundable damage deposit of US\$250.00 and a none refundable Utilities deposit of US\$70.00 for less than 2 months stay and US\$100.00 for 2-3 months stay.

#### Arrival Report and Orientation



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- I understand that participation at the orientation is **mandatory** and I will attend all orientation sessions in my home country and in Botswana. If for any reason I do not attend the mandatory orientations, I will not hold MTC Experience Abroad responsible for any consequences that may result.
- I understand all the MTC Experience Abroad Volunteer participants are responsible for and are required to complete and submit the orientation survey form and program evaluation.
- I will call the cell number **725 00 208 / 712 50 114 (during working hours arrival) / 723 09 346 / 712 07 177 (After hours / weekend arrivals) immediately upon arrival** in Botswana to report my arrival.
- I will report to the local agent office on the **first Friday/Saturday/Monday after arrival day** for my arrival orientation and will register for the 2 weeks local culture and language classes on this day.
- MTC Experience Abroad will report to employer not more than 05 working days after my arrival and will give me employer contact details, job specs, volunteer / work permit not more than 10 working days after arrival. I will call my Support Coordinator and my parents or relatives as soon as I arrive to my employer (on the third Monday), giving them my contact information (telephone number, mailing address and email). Your Support Network Coordinator's contact information will be given to you during Orientation in Botswana.

### Work

If my placement type is MTC Experience Abroad Placement, I agree **NOT** to contact my host company directly prior to my arrival without first going through MTC Experience Abroad

- I understand there will be none payment while working in Botswana on a volunteer program, once there is a payment, it will mean violating program rules and visa rules set by the Department of Labour.
- I understand that I must comply with my Botswana employer's rules and policies, including but not limited to rules and policies about such matters as personal grooming and health testing.
- I understand the participant should be aware that some jobs will have flexible start dates and reduced hours due to workload and I understand I will come prepared with sufficient funds to cover my expenses should these periods occur.
- I will carry out the duties and responsibilities of the position which MTC Experience Abroad has arranged for me. I acknowledge that MTC Experience Abroad is primarily a cultural exchange organization rather than an employment agency and only facilitates the arrangement between me and my host organization and that any assignment relationship is solely between my host organization and me. This assignment is temporary and runs for the duration of my volunteer work authorization documents.
- I understand that if my work is not satisfactory to my host organization, they hold the right to fire me. And I will return home immediately at my expense within 72 hours. I agree to work the entire period as stated on the assignment agreement letter. Not working through the period that I have indicated constitutes a violation of my agreement with my host organization and may lead to my program being cancelled and/or my termination from the program. In addition, I will not accept any form of assignment other than what is authorized by the assignment authorization documents.
- Further, I agree that I will perform my duties to the best of my ability and indemnify, without limitation, MTC Experience Abroad, its directors, its employees, agents and organizations affiliated with it, against any loss or damage suffered by any of them, or any claims made against any of them as a result of any breach or negligence by me during my participation in the program.
- I will not terminate my contract with my host organization before consulting with the MTC Experience Abroad Support Coordinator for assistance. If I do, I understand I will be sent back and must arrange to return to my home country within 72 hours. Failure to contact MTC Experience Abroad for any reason regarding the termination of agreement with host company and MTC Experience Abroad, will result in termination of your program. MTC Experience Abroad will assist participant in relocation of new host company, if HOST COMPANY fails to provide participant with duties described in program details
- After fulfilling my contract with my host organization, I agree to return home within days of the immigration form expiration OR immediately if terminated from the program for violation of sponsor rules governing the program.
- I understand I am not eligible for a refund once I have entered Botswana. This includes changing of employment and/or early returning to my home country.
- If you cancel, for any reason, your acceptance form **MUST** be returned to MTC Experience Abroad.

**IMPORTANT: PLEASE READ THOROUGHLY AND SIGN AFTER COMPLETING THIS APPLICATION.**

**If you have any question, please ask your local agency or MTC Experience Abroad before you sign this terms and conditions. Voluntary ignorance will not release you of your responsibilities.**

My signature below confirms that I have read, understand and agree to abide by the rules, terms and conditions of MTC Experience Abroad Volunteer Program.

In signing this Terms and Conditions, I acknowledge that I have read, understood and agree to all of the terms and conditions with my own free will state above.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If participant is under 21 years of age)

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### reference form

*The reference form must be completed by a school professor or instructor or by a current/former employer. Forms completed by friends/relatives/pastors will be rejected. This form must be completed in English. Note: x2 references required.*

Name of applicant: \_\_\_\_\_

Your name as reference: \_\_\_\_\_

What is your connection with the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Please circle the word that best describes the applicant in regards to:

	Excellent	Good	Fair	Poor
<input type="checkbox"/> Adaptability	Excellent	Good	Fair	Poor
<input type="checkbox"/> Responsibility	Excellent	Good	Fair	Poor
<input type="checkbox"/> Enthusiasm	Excellent	Good	Fair	Poor
<input type="checkbox"/> Sense of humor	Excellent	Good	Fair	Poor
<input type="checkbox"/> Patience Cooperation	Excellent	Good	Fair	Poor
<input type="checkbox"/> Initiative Leadership	Excellent	Good	Fair	Poor

Describe the applicant's ability to relate to people of different nationalities and ages:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you recommend the applicant for participation on MTC Experience Abroad Volunteer Work and Travel Program?

**Yes / No**

If yes, why is the applicant suitable to participate on the program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of person giving reference: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_