

**PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS  
PERFERABLY TYPED OR IN BLACK INK AND REFERENCE THE  
FOLLOWING CHECKLIST:**

- |   |   |
|---|---|
| <input type="checkbox"/> Volunteer Application Form | <input type="checkbox"/> One professional reference |
| <input type="checkbox"/> A current CV/resume        | <input type="checkbox"/> One academic reference     |
| <input type="checkbox"/> A generic cover letter     | <input type="checkbox"/> Police Background Check    |
| <input type="checkbox"/> Two passport size photos   |   |



**CENTERS FOR ACADEMIC PROGRAMS ABROAD  
VOLUNTEER APPLICATION and AGREEMENT**

**Program Location:** \_\_\_\_\_ **CAPA Program Code:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Gender:** \_\_\_\_\_

**Date of Birth: (D/M/Y)** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Tel:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Emergency Contact Details:**

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Home Tel:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

Sponsoring Institution:

Home Campus (if different):

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Major:

Minor:

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Are you participating in this volunteer project for credit?

If yes, how many?   3                      6                      Other \_\_\_\_\_

Please list any course work or experience gained through your degree that is relevant to your volunteer goals.

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Please attach 2  
passport-sized  
photos here

**Experience**

Please list your three most important examples of employment, responsibility or volunteer activities. Include a description of your duties and any skills you acquired.

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Placement Areas / Type of Volunteer Work**

**Please list your desired areas of volunteer work in order of preference. You must list all three areas. Please note that it may be necessary to place you in any of the three areas you list.**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**What are your future career plans and how will your volunteer placement relate to these plans?**

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

**What is your perspective on volunteering? Are there any duties you would not be willing to do? Which duties do you prefer?**

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

**Please provide any additional information that will assist us in locating the most appropriate and rewarding placement for you. Include any special skills you may have i.e. computers, languages, strengths, personal qualities, etc. (Use an additional sheet if necessary)**

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

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**If you are seeking a political placement, how important is it that your site reflects your political beliefs and if so please give an indication of what those beliefs are?**

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Please read this copy and sign it.

## **VOLUNTEER AGREEMENT**

1. Volunteer placements are non-paying.
2. You should be aware that while we try to secure a placement within an area you specify, there is no guarantee that we can find a placement that exactly meets your expectations and you may be placed in an alternate, but related area.
3. Your site is expected to provide a site supervisor, who will serve as your point of contact and advise you on work related issues. It is the volunteer's responsibility to maximize that opportunity by observing the practices of the organization and asking pertinent questions.
4. The CAPA Volunteer Supervisor is there to help you and act as a conduit between yourself and the site. You should feel free to contact the CAPA supervisor for advice and assistance during office hours. An appointment should be made when a meeting is required.
5. You will be required to commit to a minimum of 15 hours per week. The precise number of hours will vary according to your program. Exact scheduling will be worked out with your site supervisor at your interview in country.
6. Completion and return, to the CAPA Volunteer staff, of the 'Volunteer Interview Feedback Form' is mandatory.
7. Volunteer hours do not include travelling time. Expect to spend at least an hour commuting.
8. A volunteer is expected to demonstrate an acceptable degree of competence and initiative before being given more meaningful tasks.
9. If issues arise it is the volunteer's responsibility to initiate dialogue with their site supervisor and inform CAPA volunteer staff.
10. It is your site supervisor's prerogative to make changes to your duties and assign you other tasks.
11. Volunteers are expected to maintain acceptable standards of dress, behaviour, and respect in interaction with colleagues, supervisors and managers.
12. Volunteers must follow all conditions of the assignment at their volunteer site.
13. You are required to inform your supervisor at your volunteer site of any planned or unplanned absences or tardiness. Missed hours must be made up.
14. At the beginning of every program there is a compulsory volunteer orientation.
15. Volunteers must attend their interview at the stated time
16. **Sites retain the right to refuse a volunteer on the basis of their interview.** There will be no refund in this instance. CAPA will provide a second placement opportunity.
17. In the event of a volunteer opportunity being terminated the Volunteer Supervisor will assess the individual situation and act accordingly. There will be no refunds. An alternative site will be provided only if the circumstance is deemed appropriate.
18. **The CAPA Volunteer Supervisor has the right to terminate a volunteer opportunity at any time there is evidence or communication from the volunteer site that the student has failed to meet his or her basic responsibilities. The decision is final and may not be appealed. Under such circumstances the student will be removed from the CAPA programme. There will be no refund.**

**I have read the above conditions and agree to abide by them.**

Volunteer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Volunteer Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_