



## Application Form

Please complete this form and send it to:

Youth Development Center  
Mile 4 Limbe  
P.O. Box 1321 Limbe  
South West region  
Cameroon  
ydclb@yahoo.com

Or as an email attachment to:

<b>1. About the post applied for</b>	
Post applied for (General recruitment/Specific: Code)	
Have you received a job description? (yes/no)	
<i>If you are applying for a specific position, please tailor your application to the job description and the person specification.</i>	

<b>2. Personal details</b>	
<i>Please note that you must be above 18 years of age to apply for any position</i>	
Title (Mr / Mrs / Miss / Ms / Dr)	
Full Name	
Street	
Postal Code	
Town	
Country	
Email Address	
Tel Home	
Tel Work	
Mobile Number	
Citizenship	
Please tell us your current occupation/profession	
Two years relevant work experience (yes/no)	
National Insurance Number (if applicable):	
Do you hold a current driving licence (yes/no)	
Country of issue	
Have you ever been convicted of a criminal offence? (yes/no)	
Do you have any criminal proceedings pending?	

Volunteer workers working with YDC should generally be aged between 18-60 years old. Please indicate if this is the case. (yes/no)

**3. Educational background and skill areas. Please tick the ones that apply to you.**

Business	Finance	Business Management	
	Fund raising	Small Business	
	Resource Mobilisation	IT skills	
Health	Community Health	Doctor	
	Public Health	Dentist	
	Occupational Therapist	Technician	
	Physiotherapist	Manager	
	Nurse	HIV / AIDS	
Education	Technical/vocational	Lecturer	
	Curriculum Development	Trainer	
	Teacher		
Technical	Civil Engineer	Crafts People	
	Mechanical Engineer	Other	
Environmental	Fisheries	Conservation	
	Permaculture	Hospitality / Tourism Management	
	Forestry	Renewable Energy	
	Agriculture	Eco Tourism	
Community	Community Development	Capacity Development	
	Social Work	Development Advisor	
	Counselling	Gender	
	Programme Management	Human Rights	
	HIV / AIDS	Peace Building	
Media and Communications	Advocacy	Journalism	
	Campaigning	Information Management	
	IT Skills (including web development)	Basic computer programming	
	Research		

Others, please specify:

**4. Availability**

*Between the moment you submit your application until you can take up the placement, it can last 3-6 months*

For how long would you be able to commit to volunteering work with YDC?

Please tell us on which dates you are NOT available for interview

When would you be able to take up a position? (month/year)

5. Relationships		
<i>Please tick</i>		<i>since</i>
Single		
With a partner		
Engaged		
Married		
Divorced		
Separated		
Widowed		

6. Couples/Partners	
<p><b>Please note:</b>  <i>If you are both applying to volunteer with us or each with a different organisation please</i>            ♦ <i>Complete an application form each</i></p>	
Is your partner applying to become a volunteer worker? (yes/no)	
If not, would you intend to live together during your placement? (yes/no)	
What is the name of your partner?	
Is your partner between 18 and 60 years old?	

**7. Financial commitments**

*Please think carefully about the financial implications of working as a volunteer worker. You will be paid a monthly allowance which is enough for a reasonable standard of living, but not enough to provide for savings etc.*

Do you have any financial obligations, eg life insurance, mortgage, maintenance etc. yes/no	
How much do you have to pay each month on average? (in \$ or €)	
How will you meet these financial obligations?	

**8. About your education and training**

*Please tell us about any education and training that you have had **since leaving school**. Please do not use abbreviations. Please copy and paste as many boxes as you need.*

Institution (name and address):	
Type of education or training (e.g. apprenticeship, degree, etc.)	
Date: from (month/year) to	
Name of Degree(s) or Diploma(s) obtained:	
Full time / Part time	

Institution (name and address):	
Type of education or training (e.g. apprenticeship, degree, etc.)	
Date: from (month/year) to	
Name of Degree(s) or Diploma(s) obtained:	
Full time / Part time	

**9. Your work experience and achievements (including current position)**

*Please give brief details of your work experience and achievements starting with your most recent job. Please list your duties and responsibilities in each job, especially where you have trained and supervised others. Please do not use abbreviations. If you are applying for a specific post, **please relate your skills, knowledge, qualifications and experiences to the essential and desirable criteria in the person's specification**. Please copy and paste as many boxes as you need.*

Institution/Company (name and address):	
Date: from (month/year) to	
Position (Job title):	
Description of duties and responsibilities	

Institution/Company (name and address):	
Date: from (month/year) to	
Position (Job title):	
Description of duties and responsibilities	

Institution/Company (name and address):	
Date: from (month/year) to	
Position (Job title):	
Description of duties and responsibilities	

Institution/Company (name and address):	
Date: from (month/year) to	
Position (Job title):	
Description of duties and responsibilities	

<b>10. Other skills:</b>			
<b>Computer skills</b>			
<i>If computer literate please mention which programmes you are familiar with:</i>			
<b>Language skills:</b>			
<i>Mark 1 to 5 for competence, where 5 is the highest</i>			
Language	Reading	Speaking	Writing
(mother tongue)	5	5	5
<b>Interests and other skills</b>			
<i>Please give brief details of your spare time activities, interests, (e.g. craft skills, sports, travel, etc) and additional skills gained outside professional work. Include any voluntary work you have done, if any.</i>			

<b>11. Information in support of your application</b>
<i>If you are applying for a specific job, please tell us briefly what interests you about the job.</i>
<i>Why do you want to work in a developing country as a volunteer worker?</i>

Please describe your experiences of working or living in a different culture:

<b>12. About your health</b>		
<p><i>You will need to have a full medical examination, normally given by your own GP, before you are finally accepted as a volunteering worker/health trainer, but please answer these questions now. If you answer yes to any of the following questions please give brief details in the space provided.</i></p>		
Have you ever had any serious physical or mental illness, operation or accident? (yes/no)		Details:
Are you taking any type of medication? (yes/no)		Details:
Have you ever received any medical or psychiatric treatment? (yes/no)		Details:
Do you have any objection to vaccinations? (yes/no)		Details

**Your doctor's name and address:**

<p><i>Our medical advisor may need to contact your doctor for more information in an emergency:</i></p>	
Please indicate that we may do so. (yes/no)	
Name:	
Address:	
Country: Postal Code:	
Practice Telephone:	

### 13. About your references

*References are taken up before interview. Please give the names and addresses of three people who will act as referees. Please give people who can be contacted easily.*

*They must not be related to you. At least one of your references must be an employer, tutor or client if self-employed.*

#### Professional reference

Title: (Mr / Mrs / Miss / Ms / Dr)	
Name:	
Address:	
Country: Postal Code:	
Home Tel:	
Work Tel:	
Mobile:	
Email:	
Occupation:	
How do they know you:	
Can we contact them now: (yes/no)	

#### Personal reference

Title: (Mr / Mrs / Miss / Ms / Dr)	
Name:	
Address:	
Country: Postal Code:	
Home Tel:	
Work Tel:	
Mobile:	
Email:	
Occupation:	
How do they know you:	
Can we contact them now: (yes/no)	



**Other (either personal or professional)**

Title: (Mr / Mrs / Miss / Ms / Dr)	
Name:	
Address:	
Country: Postal Code:	
Home Tel:	
Work Tel:	
Mobile:	
Email:	
Occupation:	
How do they know you:	
Can we contact them now: (yes/no)	

**14. How did you hear about Youth Development Center?**

<i>Please tick</i>	
Recruitment event	
Ex-volunteer worker	
Internet, please specify the website: .....	
From other national or international NGO	
Newspaper article	
Newspaper advert	
Poster	
Radio or TV	
Exhibition	
Recruitment talk	
Other:	

**15. Declaration:**

Volunteering Workers applying for work that will bring them into contact with children as part of their duties may be required to disclose convictions which

may be considered spent under the rehabilitation of offenders. In these circumstances YDC Limbe reserves the right to make checks as to previous convictions. A criminal record will not necessarily be a bar to obtaining a position.

The work of YDC Limbe is based on a Code of conduct. All future staff members and volunteering workers of YDC Limbe will be asked to sign it.

I have read and understood this form. The information I have given is correct to the best of my knowledge.

**Signature:**

**Date:**