



# APPLICATION FORM

Supporting schools



Malaria prevention



Supporting orphanages



Health programmes



Livelihood projects



Community awareness projects



Water solutions



Environmentally sustainable projects



## Please read before completing form

Please make sure you complete all sections of this application form as thoroughly and truthful as possible. Once you have completed all sections, please send it to:

**Islamic Help**  
**19 Ombersley Road**  
**Balsall Heath**  
**Birmingham**  
**B12 8UR**

### You must also include:

- Supporting statement (Please see page 4 of application form for details.)
- Completed reference forms (x2)
- Photocopy of passport

**Health and Personal Information** – Be honest how you answer the questions in this section as they may have serious implications for your safety and insurance. Please make sure to include details of any dietary restrictions (vegetarian, no fish, etc). In the section about previous travel, please include any countries you have travelled to so far, for how long and why (for family holidays, school trips, etc.)

**Supporting statement** – As it is the only place where you get a chance to tell us, in your own words, about why you should be accepted onto the programme, the supporting statement is an important part of your application.

It is important that you try to write the supporting statement yourself (without help from parents, teachers, etc.) and that you take time to think about the four questions we ask you to address.

If typed the supporting statement should be at least one page long (longer if hand-written).

If you decide to write your supporting statement by hand, please make sure that you write clearly and legibly, using a black or blue pen.

**Terms and Conditions** – The Terms and Conditions contain important information about the programme, so please make sure you read them carefully before signing your application form. You should keep the terms and conditions page for future reference, do not send it back to us. Should you be called to interview, you will be asked to confirm that you have read and understood the terms and conditions.

**References** – You need to ask two people who are familiar with your personality and experience to complete the reference forms attached to the application form. (These can be posted to us directly by the referee or submitted along with the rest of your application.) Please note that you should get both references from people who are able to give an objective assessment of your suitability for the programme. For this reason, please do not ask a personal friend, relative, colleague or family friend to act as your referee. Examples of suitable referees might be current or past teachers, employers, sports coaches or religious leaders. Your referees should have known you for at least 1 year.

**Further Questions** – If there is any aspect of the application that you find difficult to understand, please contact the **Islamic Help** team:

Call **0121 446 5682**

Email [info@islamichelp.org.uk](mailto:info@islamichelp.org.uk)



## Personal Details

(Please give full details as it is written on your passport)

First Name..... Middle name (s).....

Last name..... Gender  F  M

Address.....

..... Postcode.....

Home Tel..... Mobile.....

Email..... Age..... Date of Birth.....

Marital Status: Single  Married

Do you have a current UK or Irish passport? Yes No

If yes: Date of Issue: ..... Date of expiry: .....

### Emergency Contact Person

First name: ..... Middle name(s): .....

Last name: ..... Relationship: .....

Contact Address: .....

..... Postcode: .....

Home Tel: ..... Mobile: ..... E-mail:.....

### Supporting Statement

Please tell us in your own words:

1. Why you have chosen to apply to this programme?
2. What do you think you can bring to the programme (include personal qualities and any skills and experiences you have gained from any area of your life- work, family or social.)?
3. What do you hope to gain from the experience?
4. Do you have a passion for charity work? [Include experiences you have had already working in the charity field, if any.]



## Eligibility

**In order to be entitled for the project, you must be able to answer ‘Yes’ to the following seven questions. If you are unsure of any of them, please call Islamic Help. (Please write Y or N as appropriate to the question)**

- Do you have or are you eligible to have a UK passport?
- Are you currently a resident in UK?
- Are you available for a 2-week overseas experience?
- Are you prepared to follow our project requirements?
- Are you willing and able to provide two written references?
- Are you willing to attend pre-departure briefing and residential workshops before and after you have returned?
- Are you willing to share your experience with your local community when you return?
- Are you willing to fundraise £5,000 for this cause within 12 months of this project?
- Which deployment would you like to go to? [Please tick a box below]

Tanzania Aug 2019	<input type="checkbox"/>	Tanzania Oct 2019	<input type="checkbox"/>	Jordan 2019	<input type="checkbox"/>
Tanzania Aug 2020	<input type="checkbox"/>	Tanzania Oct 2020	<input type="checkbox"/>	Jordan 2020	<input type="checkbox"/>

**Are you currently:** (Tick one or more boxes, where required)

Working full-time	<input type="checkbox"/>
Working part-time	<input type="checkbox"/>
Studying full-time	<input type="checkbox"/>
Studying part-time	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>
Between jobs	<input type="checkbox"/>
Volunteering in the UK	<input type="checkbox"/>
Other	<input type="checkbox"/>

**Which of these best describes your ethnic origin? If you circle “other” in any section, please give details.**

**Asian or British Asian   Black or British Black   White   More than one ethnic origin   Other**

Pakistani	African	British
Indian	Caribbean	Irish
Bangladeshi	other	other
African Asian		
Chinese		
Other		

**Do you consider yourself to have a major disability or illness? Yes/No**

**If yes, please specify** .....

**Is there any other skill you have which you feel will be of specific benefits for this programme?**

.....

.....



## Health and Personal Information

The volunteer experience is demanding and challenging so you need to be in decent mental and physical health.

	YES	NO
Have you ever had any serious or permanently unbearable illness?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any physical restrictions?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had any mental / nervous problems / anxiety?	<input type="checkbox"/>	<input type="checkbox"/>
Are you undergoing any kind of medical treatment (including taking pills or drugs)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any allergies?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any dietary restrictions such as no fish, vegetarian etc?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'Yes' to any of the above, please give details (Continue on a separate sheet if necessary)

.....

.....

Have you ever been arrested, convicted or cautioned for any offence?

If you have answered 'Yes' to the above, please give details:

.....

.....

Have you ever been abroad before?    
(Including schools trips, holidays with family/friends or working)

If you have answered 'Yes' to the above, please give details:

.....

.....

Please state how you found out about the project.....



**To be completed by the participant only:**

I confirm that I have understood the specific requirements about my level of fitness and confirm that the information provided on this form is true and an accurate description of my medical history and current medical status.

I confirm that if my medical condition changes before the Mission Possible deployment in any way I will notify Islamic Help and re-submit a revised and signed medical form. I agree that Islamic Help can use this information in relation to this deployment and give them permission to contact my GP for further details if considered necessary.

In the event of illness or an accident on the trip I hereby give Islamic Help permission to initiate necessary medical treatment, either directly or via a medical proxy, and to immediately notify my next of kin in case of hospitalisation.

Signed: .....

Date: .....

**To be completed by the GP only:**

Name of GP

Address

Postcode

Daytime Telephone Number

I believe ..... to be fit and able to participate in the Mission Possible Deployment.

Any concerns

Signed: .....

Date: .....

Please also detail the severity, dates and levels of treatment, frequency and aggravating factors (if relevant) and list medications used – attach an additional sheet if required.



**Application Declaration**

I understand that if I am accepted onto this project I will be living in a developing country. I agree to obey the local law and be respectful of other people’s culture, traditions, customs and religious beliefs and practices.

I have read and understood all the details given to me by Islamic Help, and the Terms and Conditions of the project. I agree to be bound by them and certify that all the statements I have made on this form are true.

Signed: ..... Date: .....

Once you have completed all the sections of your application form and have received your references, you must also include supporting statement, photocopy of passport, please hand it in or send it to: **Islamic Help, 19 Ombersley Road, Birmingham, B12 8UR, United Kingdom.**

## Letter to Referee 1

Dear Sir/Madam,

Applicant's name:

The person named above is applying for a position on Islamic Help's Mission Possible programme. This involves working abroad for approximately two weeks in a developing country. This is a very demanding programme and we need to be sure that participants have the right mind-set and fortitude to benefit and contribute to the experience. This form has been given to you as you are someone who is well-known to the applicant. We would be thankful for your reference and assessment of their appropriateness for this programme.

If you need any further details about the programme or have any other queries please contact us on 0121-446-5682.

Please note that you are likely to be contacted by a member of the Islamic Help team to follow up your reference.

For this reason, we would be grateful if you could provide a day-time telephone number and e-mail address.

Thank you very much for your time and support.

Regards,

Islamic Help





**Reference 1:**

(You will need two people to complete this form)

Applicant's name: .....

Your name as referee: .....

Job Title: .....

Company/Organisation: .....

What is your relationship to the applicant: .....

How long have you known the applicant: .....

How would you judge the applicant's persona and aptness for living and working in a developing country with consideration to:

	<b>OUTSTANDING</b>	<b>GOOD</b>	<b>FAIR</b>	<b>LOW</b>
TEAMWORK				
COMMUNICATION				
ENERGY				
ENTHUSIASM				
FLEXIBILITY				
HUMOUR				
INITIATIVE				
ORGANIZING/PLANNING				
RESPONSIBILITY				
SOCIABILITY				
PATIENCE				
KINDNESS				

Please provide any additional comments on the applicant's suitability for the Islamic Help Mission Possible Programme:

.....  
 .....

Are you aware of any circumstances in the applicant's background which may make them unsuitable for working abroad or on this project? Yes/No

If yes, please specify: .....

.....

Signature: ..... Date: .....

Name .....

Contact Address: .....

..... Postcode: .....

Email: ..... Daytime Tel: ..... Mobile: .....



## Letter to Referee 2

Dear Sir/Madam,

Applicant's name:

The person named above is applying for a position on Islamic Help's Mission Possible programme. This involves working abroad for approximately two weeks in a developing country. This is a very demanding programme and we need to be sure that participants have the right mind-set and fortitude to benefit and contribute to the experience. This form has been given to you as you are someone who is well-known to the applicant. We would be thankful for your reference and assessment of their appropriateness for this programme.

If you need any further details about the programme or have any other queries, please contact us on 0121-446-5682.

Please note that you are likely to be contacted by a member of the Islamic Help team to follow up your reference.

For this reason, we would be grateful if you could provide a day-time telephone number and e-mail address.

Thank you very much for your time and support.

Regards,

Islamic Help



## Reference 2:

(You will need two people to complete this form)

Applicant's name: .....

Your name as referee: .....

Job Title: .....

Company/Organisation: .....

What is your relationship to the applicant: .....

How long have you known the applicant: .....

How would you judge the applicant's persona and aptness for living and working in a developing country with consideration to:

	OUTSTANDING	GOOD	FAIR	LOW
TEAMWORK				
COMMUNICATION				
ENERGY				
ENTHUSIASM				
FLEXIBILITY				
HUMOUR				
INITIATIVE				
ORGANIZING/PLANNING				
RESPONSIBILITY				
SOCIABILITY				
PATIENCE				
KINDNESS				

Please provide any additional comments on the applicant's suitability for the Islamic Help Mission Possible Programme:

.....  
 .....

Are you aware of any circumstances in the applicant's background which may make them unsuitable for working abroad or on this project? Yes/No

If yes, please specify: .....

Signature: ..... Date: .....

Name .....

Contact Address: .....

..... Postcode: .....

Email: ..... Daytime Tel: ..... Mobile: .....



## **Terms and Conditions**

### **Acceptance on to the Programme**

To apply for the programme you must put forward a completed application to Islamic Help. Your approval on to the programme will be judged on your eligibility, your written application, interview and two references.

Confirmation of your place will be made by email or by notifying through a phone call.

Islamic Help reserves the right to discard any applicant at any phase of the application process.

In such cases warning will be made in writing via e-mail. The purpose of this type of programme is to provide volunteers with real first-hand experience of a developing country.

### **Briefing and Express Days**

All volunteers are required to attend briefings before they depart and Express days after they return to the UK.

### **Medical**

Volunteers are required to complete a medical questionnaire, the results of which will be looked at when considering the applicants.

### **Accommodation**

Volunteers accept that they will stay somewhere to live of which will be in harmony with local standards. This is likely to be significantly more basic than in the UK. The housing, furniture, cooking facilities, are all likely to be of a lower standard than you are used to.

### **Visas**

Visas are issued at the discretion of the embassies or High Commissions of the relevant countries you have chosen for your deployment. This will be arranged by Islamic Help.

### **Passport**

It is your accountability to ensure that you have a UK passport with at least six months' validity beyond the date of your return flight.

### **Flights**

Islamic Help will arrange return flights from Birmingham. Wherever possible we will try to accommodate. You are required to fly out and back with the group on the dates given.

### **Insurance**

You will be provided with a travel insurance policy prior to your departure which will be valid for the period of your programme. It is important that you answer the health questions on the application form (page 5) honestly.

## Cancellation

If there is any reason why you may need to cancel your trip, please contact us as soon as possible to discuss it in confidence so that we can limit our financial losses as much as possible. If you do cancel without pre-warning, you may be liable to pay to cover certain costs.

## Volunteer Conduct

By joining this programme you agree:

- To act in a responsible and considerate manner at all times
- To observe the local laws and customs of the country
- To adhere to acceptable behaviour, timekeeping and dress code
- Not to act in any manner likely to bring the programme, the locals or Islamic Help into ill repute.

In our programme it is not socially acceptable for people to drink alcohol.

## Personal information

Your personal records will be treated confidentially.

Islamic Help reserves the right to speak freely about your health, well-being and conduct whilst on the programme. Please inform a member of the team if you would prefer us not to do so.

## CRB Check

Due to some of our projects including work with young children all participants will be CRB checked. Any offences on participant's records will be looked at on an individual basis and will not result in a definite rejection on the Mission Possible programme.

All records gained from the CRB checks will be dealt with confidentially and no details will be released.

## What's included?

Return economy flights from Birmingham  
Travel insurance  
Local food and accommodation at your project location  
Support from our locals  
Visa

## What's not included?

- Any passport costs
- Travel costs to and from the airport in the UK
- Travel costs to and from the interview
- Personal travel and entertainment costs in-country
- Vaccinations

## What we require from you

- An agreement to raise £5,000

- Involvement in any events organised by Islamic Help such as dinners, appeals and street collections for the Mafia cause.

### Recordings and Pictures

- We will be documenting this deployment and all participants must agree with their requirements regarding filming, interviews etc.
- All work orientated pictures taken on this deployment will be given to Islamic Help towards the end of the deployment for Islamic Help's usage for promotion and publicity for future events.

### Rights and liabilities

1. Any images and video taken of me while on the programme, I waive any rights for Islamic Help to use them.
2. I will not hold Islamic Help, its partners or employees liable for any loss, damage, personal injury, delay or expense suffered or incurred by me for any reason.
3. Islamic Help, its partners or employees may, without liability or expense to themselves, take whatever action they consider correct with regard to my health and safety and may place me in a hospital or health facility for medical treatment.
4. I indemnify, without limitation, Islamic Help, its partners or employees, 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 on the programme.