



FREE WORLD FOUNDATION

VOLUNTEER AND INTERNSHIP APPLICATION FORM

AFFIX PHOTO
HERE

Instructions:

- This form should be completed by candidates seeking volunteer and internship placement at “Free World Foundation”.
- Answer each question clearly and completely. Only duly completed applications will be taken into consideration. Please do not leave any question unanswered, rather write “not applicable” if it is the case.
- Type or print in black ink.
- Attach the following to the completed form to make your application complete:
 1. A copy of your birth certificate;
 2. Four (4) copies of your most recent passport size photograph;
 3. A motivation letter stating the grounds for the application and indicating your field(s) of interest;
 4. Copies of High School Certificate/Higher National Diploma(s)/University Degree(s) obtained;
 5. A recommendation letter from institution of study or employment;
 6. Names and contact of two (2) referees;
 7. Proof of financial support during the period of internship and
 8. The payment of the Ghana Cedi equivalent of the non-refundable application processing fee of USD\$100 payable to “**Free World Foundation**” by one of the following options:

1. Bank wire:

Account Name: FREE WORLD FOUNDATION
Account Number: 1191130007837
Bank Name: Ghana Commercial Bank
Branch Name: Trade Fair Site
Bank Address: P.O. Box TF 198, Trade Fair Centre, Accra, Ghana
Bank Telephone Number: +233-21-778274
Bank Fax Number: +233-21-778275

Swift Code: GHCBGHAC
Bank Clearing Code: 119040

After forwarding the wire, please send the following information by e-mail to the Executive Director at damghana@yahoo.com:

1. Name and address of applicant
2. Name and address of sender (if different from #1)
3. Date and amount sent

2. **Western Union or Money Gram or Unity Link** international money transfer to "Free World Foundation", Attention: "**RASHID ANYETEI ODOI**".

After funds have been transferred, please send the following information by e-mail to the Executive Director at damghana@yahoo.com:

1. Name and address of applicant
2. Name and address of sender (if different from # 1)
3. Date and amount sent
4. Confirmation number/code
5. Question to be asked (if used)

3. Cheque or money order

Applicants must ensure that they reference their names in the transaction and pay the Ghana Cedi equivalent of the non-refundable application processing fee of USD\$100 in full, plus any banking fees/charges.

1. PERSONAL INFORMATION

Surname: _____

Other Names: _____

Sex: _____ Date of Birth: _____

Place of Birth: _____

Nationality: _____

Passport Number: _____ Marital Status: _____

Postal Address: _____

Telephone Number: _____

Fax Number: _____

Mobile Phone Number: _____

E-mail: _____

LANGUAGES:	Well Spoken	Partly Spoken	Understand

Special Health Needs: _____

2. NEXT OF KIN (IN CASE OF AN EMERGENCY)

Next of Kin: _____

Postal Address: _____

Telephone Number: _____

Fax Number: _____

Mobile Phone Number: _____

E-mail: _____

3. EDUCATIONAL BACKGROUND

Please BRIEFLY give details of your important qualifications ONLY including professional: Secondary Schools, Colleges, Universities and other institutions; other training courses you have received or are currently undertaking which you feel may be relevant to this post, with dates, establishments and year of attendance (indicate if full or part time).

6. INTERNSHIP CHOICES

Please rank, in order of preference, which programme area you would like your internship to be based on:

- a.
- b.
- c.

If a suitable internship cannot be found in your preferred programme areas, would you be prepared to consider other programme areas of “Free World Foundation”?

YES _____ NO _____

7. PROPOSED DATE FOR THE INTERNSHIP

From:

To:

8. WHAT EXPERIENCE AND SKILLS WOULD YOU BRING TO “FREE WORLD FOUNDATION”?

9. WHAT ARE YOUR FUTURE CAREER PLANS AND INTERESTS?

10. STATE ANY OTHER RELEVANT INFORMATION THAT WE SHOULD CONSIDER IN ARRANGING YOUR INTERNSHIP?

11. REFERENCES

Please provide details of two persons not related to you who are familiar with your qualifications/employment and character, including their full names, address, business and occupation, telephone number, fax number and e-mail address.

DECLARATION

I certify that the information I have provided on this form is true and correct to the best of my knowledge and understand that "Free World Foundation" has the right to withdraw any offer made or cancel any registration if any of these statements prove to be incorrect. I accept full responsibility for the information provided on this form.

.....
Signature of Applicant

.....
Date

DATA PROTECTION

The information provided on this form is confidential and would only be disclosed to third parties with the individual's consent or to meet a statutory obligation.

SENDING THE APPLICATION FORM

This completed application form, together with all necessary documentation and the Ghana Cedi equivalent of the non-refundable application processing fee of USD\$100 should be sent by post to:

**THE EXECUTIVE DIRECTOR
FREE WORLD FOUNDATION
P.O. BOX TS 96
TESHIE-ACCRA
GHANA, WEST AFRICA**

Applicants should note that we consider only applications sent to us by post.