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| Wildtracks  Conservation & Wildlife Rehabilitation  Volunteer Application Form  Volunteer Application Form | | | | |
| Name: | | Age: | | Date of Birth: |
| Nationality: | | Gender: | | |
| Preferred Months: | | Duration:  (30 day minimum) | | |
| Mailing Address: | | Phone: | | |
| Email: | |  | | |
| Please tell us a little about yourself: | | | | |
| How did you hear about Wildtracks? | | | | |
| Please list any relevant experience, skills, and qualities you possess that you feel would make you a valuable member of the Wildtracks Team: | | | | |
| Why is conservation important to you? | | | | |
| What would you hope to gain from your experience volunteering at Wildtracks? | | | | |
| Describe your expectations for a typical work day volunteering at Wildtracks: | | | | |
| Essential Medical Information - Please list any medical conditions experienced in the last 5 years (including mental health), how these affect you now, and list any medications you currently take: | | | | |
| Please detail any physical/ fitness limitations that might prevent you from doing any activities (please refer to [notes below](#medical)): | | | | |
| We try our best to accommodate dietary requirements ([see notes below](#dietary)), do you have any allergies/ restrictions that may require separate meal preparation? | | | | |
| With a team operating at roughly 15 – 20 individuals, living spaces can be cramped. You may have 3 or more roommates, therefore your privacy will be limited. How do you cope with living in communal spaces? | | | | |
| By applying to this rehabilitation centre, please be aware that you may be assigned to work with manatees, monkeys, or both. Input on which animals you would like to be working with will be considered, but it is not the only deciding factor. If you have a specific interest in working heavily with either manatees or monkeys, please state your preference… | | | | |
|  Manatees |  Monkeys | | Flexible | |
| …and tell us why:    \*We will try our best to accommodate your preferences | | | | |

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| Please tick below to confirm: | |
|  Yes, I agree to be responsible for my travel arrangements to the Rehabilitation Centre in Sarteneja, Belize. | |
|  Yes, I agree to ensure that I have adequate travel insurance during my time in Belize and will provide  forward a copy to Wildtracks 10 days prior to the placement. | |
|  Yes, I agree to contribute US$750 for the first month, and $650 per month for subsequent months, towards food and maintenance costs. | |
| Yes, I agree to commit to a full 8-hour work day (sometimes more), and acknowledge that I will not treat this placement as a leisurely vacation. | |
| Yes I agree, that if I am offered a volunteer placement at Wildtracks and accept it, that I commit to apply myself to it to the best of my abilities and to honour the commitment I make for the duration of the booked placement. | |
| Digital Signature (if possible), or Printed Name: | **Date:** |

**Notes for Applicants**

The application form is in Word table format...feel free to use as much space as you wish in each of the sections. When you forward the form to [office@wildtracksbelize.org](mailto:office@wildtracksbelize.org), also include any queries you may have, and we will try to respond by return.

**Preferred Months:** Please state your preferred month(s) and whether you have flexibility to be considered for other months, should your preferred months be booked up.

**Qualifications / Relevant Experience:** Qualifications and relevant experience aren’t a necessary requirement for this placement. Motivation, interest, flexibility, reliability, and ability to work as part of a team are just as important. On-site orientation and training will be given on arrival.

**Essential Medical Information:** This information will be treated as confidential. An existing medical condition will not be considered as a deciding factor in selection of applicants. Please note that disclosure of this information to Wildtracks is for your own safety – *failure to disclose a physical or mental health condition violates the vetting procedure and health insurance criteria and may result in the cancellation / termination of your placement.*

**Dietary Requirements:** Wildtracks standardly caters for both vegetarians and non-vegetarians, and there is some flexibility to provide for medically relevant allergies/ intolerances on request, though we are unable to provide vegan meals.

**FYI: IT IS ILLEGAL TO USE RECREATIONAL DRUGS IN BELIZE**

**WILDTRACKS HAS A POLICY OF ZERO TOLERANCE TOWARDS THE USE OF ILLEGAL DRUGS.**

**BOOKING CONDITIONS**

***Please read and sign below to confirm your acceptance.***

**Commitment**

Wildtracks has established and maintains an extremely high level of success in its rehabilitation of wildlife, and reintroduction back into the wild. This is, in part, a reflection of the dedication and commitment of all team members in the implementation of their assigned activities with the animals. In booking a volunteer placement with us, you are committing yourself to maintaining these very high standards for the duration of your placement. If you have any doubt about your ability to meet these commitments, please do not apply for a placement with us.

As a volunteer organization, Wildtracks successfully delegates significant responsibilities in the care of endangered species to its team members and will be depending upon you to honour, respect and cherish that responsibility. Volunteering at Wildtracks can be an incredible, life-changing experience, but it is not a holiday: you will be here for the animals, not the other way around. Stepping out of personal comfort zones into a foreign country, working with wildlife as part of a close-knit team should be an extremely rewarding experience, but it doesn’t suit everyone. You should be sure that a placement at Wildtracks is right for you before applying - changes of mind, last-minute cancellations, or early departures can cause significant challenges – leaving our team short-handed in meeting the needs of the animals in rehabilitation.

**Selection Process and Payments**

When you have read through the volunteer information available via our website, or received from us by e-mail, and are confident that you are a good fit for the Programme and vice versa, you will need to submit a completed Application Form and sign that you have read and agree with the terms detailed in the Booking Conditions. Incomplete applications will not be considered. Please note that our volunteer positions are normally booked up several months in advance – so please allow adequate time. We do however sometimes have short-notice spaces available when an approved volunteer has to postpone a placement to a later date and the vacated space can be reallocated.

Applications are assessed on merit, and processed on an ongoing basis on receipt. A confirmation of receipt of an application is normally sent within 72 hours. You may be asked to provide additional information, contact details of referees, or to have a phone interview. Applications are normally assessed within 7-10 days of receipt, and applicants informed of the decision. If a placement offer is made, there is a 21 day confirmation period (from the date of the offer) in which the placement booking must be confirmed by payment of 50% of the Volunteer Fee for the duration of the placement, with the remaining 50% to be paid during the first week at Wildtracks. For placements of 3+ months booked at least 8 months in advance, it may be possible to arrange to pay the deposit in instalments – with the first payment to be made within the 21 day confirmation period. Such arrangements are made on a case-by-case basis, so you should enquire soon after receiving the placement offer if you would like to pay the deposit in instalments. Failure to pay the deposit (or an agreed instalment) within the 21 day confirmation period automatically cancels the placement offer, so that the placement can be reallocated to another applicant.

**Travel Insurance**

Travel insurance including adequate medical and emergency repatriation is a requirement for volunteer positions. Failure to provide proof of insurance a minimum of 10 days prior to your arrival date will result in the cancellation of your placement without refund.

**Termination**

Wildtracks reserves the right to terminate a volunteer’s placement at any time in the event that the volunteer fails to honour the commitment made to the care of animals, fails to abide by our zero-tolerance policy regarding illegal drugs, puts themselves, other volunteers or the animals at risk through their behaviour, or otherwise fails to follow the policies, procedures, and instruction given by staff relating to the placement.

**Refund Policy**

Our policy is to issue a 50% refund of the deposit for cancellations made prior to 90 days before the placement starting date - when we are able to offer the placement to another applicant. Past that timeframe refunds are not normally entertained as we at times have to offer assisted placements at short notice to help fill the gap left by the cancellation.

A volunteer whose placement is terminated for any of the reasons detailed under the “Termination” section is not eligible for any form of refund; neither is a volunteer choosing to end a placement prior to the end of the booked period. A volunteer ending a placement early as a result of personal medical emergency, or serious illness or death in immediate family, may be offered the opportunity to return to Wildtracks at a later date to resume the remaining portion of the booked placement, or may be offered a partial refund on a case-by-case basis.

**Liability Waiver statement**

Wildtracks makes every effort to ensure that volunteers are adequately prepared for their placements here and are not exposed to unreasonable risks. Volunteers are not permitted to undertake certain tasks, or use some power tools (including, but not limited to chainsaws and circular saws). Volunteers must comply with all directions given by staff pertaining to interaction and care of the animals, failure to do so could result in serious and unnecessary injury to the volunteer and / or animal. In accepting volunteers 18 years old or over, Wildtracks expects each individual to act safely and responsibly in all activities during the placement and to accept full responsibility for their actions. It is the responsibility of the volunteer to ensure his/her full compliance with Wildtracks policies and procedures. Minors are accepted on to the Programme only with an adult family member who acts as guardian and who accepts responsibility for the safety, wellbeing and actions of the minor.

***In signing these booking conditions, as an applicant volunteer, I knowingly and voluntarily waive any and all claims, actions or causes of action against Wildtracks, and agree to hold Wildtracks, its board, agents, affiliates and employees blameless and harmless for any injury or damage that I may suffer as a result of my activities as a volunteer.***

**Signature:……………………………………………………...**

*Please insert a scanned or digital signature, or send a photograph or scan of this signature page.*

**Date:…………………………………………**