

Application form and Volunteer checklist – PLEASE COMPLETE AND RETURN AS SOON AS POSSIBLE

Surname..... (as on passport)

First name (as on passport)

Home address:

Email address:.....

Mobile:.....Home:.....Work:.....

Date of Birth **date/month/year**

Preferred dates are:

1st choice.....Agreed.....

2nd choice.....Agreed.....

3rd choice.....Agreed.....

To provide dentistry for days with
Colleague(s).....

Family..... all of whom will apply separately TO
Burmament ONLY IF THEY ARE PLANNING ON PERFORMING VOLUNTEER DENTAL WORK.

Copies of the following are attached:-

- Completed application form and volunteer checklist (this document)
- Current GDC certificate – copy
- Current curriculum vitae.....
- Degree certificate - copy.....
- Letter of good standing on headed paper.....(see example). The signatory will be contacted by Burmament and their GDC registration checked on line.
- Copy of current passport (photo page) – copy notarised by a solicitor or other professional.....
- Utility bill in your name with your current address (3 months old or Council Tax bill within 12 months (not downloaded or mobile telephone bill)).....
- Indemnity covering (you will have to apply to your indemnity organisation within 3 months of departing for a letter confirming that they will cover your professional work in Burma for the exact period you are volunteering. All the major indemnifiers will do this for you at no extra cost)

NB: You will be sent an Enhanced DBS request which you will have to complete and pay £10. Once the DBS comes through, please forward the original to Burmament.

Fundraising: You can claim these sums (against receipts) against your fundraising.

Flights – return UK to Rangoon upto £900

Flights internal return upto \$200

Return Travel to airport UK £100

Inoculations and malaria prevention (including net) upto £700

Daily food allowance from the day of departure to day of return £15

Hotel in Rangoon upto \$150 per night (no more than two nights in one trip)

Hotel in Nyuang Shwe or other local town upto \$70 per night for one person
Travel from accommodation to treatment site (to be shared by all volunteers): upto £400
(See Expenses sheet for volunteers for more information)

I understand that Burmadent will provide advice and assistance but is not responsible for any aspect of my travel or work.

Please use the information I have provided you with to obtain my temporary registration with the Burmese Ministry of Health and obtain my invitation letter. I understand this will mean sharing this information with officials of the Ministry of Health, the Burmese equivalent of the General Dental Council, trustees of Burmadent, members of your volunteer group, your local host organization, U Ohn Maung's organisations (benefactor at Lake Inle) and the organization of Sitagu Sayadaw (Monk who owns the Metta and Ay Thar Yar Hospitals) and any charity that we are partnering with. If you do not wish your personal and personal sensitive information to be shared, we will not be able to process this application. It may mean sharing information you have provided us with the local committees of a hospital or school where you will be treating patients. Sharon Bierer is the data controller and will keep your personal information on file (both paper and electronically) for two years after you finished your volunteering. It will then be shredded and or deleted. Data is collected to allow us to ensure our target audience is safe, that you are qualified and indemnified to do the work you are volunteering for and that your identity can be verified. Burmadent is not required to be registered with the Information Commissioner Office (ICO) but you may still make a complaint to the ICO if you feel we have not treated your personal data fairly or correctly.

Information sent abroad IMPORTANT INFORMATION

Burmadent is UNABLE to guarantee the security of your personal information when it is sent to Burma. We do not have a contract or assurance with any of the people or institutions mentioned above that assures us that your data will be handled as it would be in the EU. Whilst we have not had a problem to date, we cannot provide any assurances or guarantees. We therefore ask on the application form completed by all potential volunteers to give EXPLICIT permission for their data to be shared with parties in Burma. By signing this contract, YOU ARE GIVING BURMADENT PERMISSION TO SHARE YOUR INFORMATION WITH INSTITUTIONS AND PERSONS IN BURMA.

I would like to fundraise. I will set up a Justgiving page in Burmadent's name. Please send me any literature you can to help me fundraise. (Please delete as necessary)

AGREEMENT FOR FUNDRAISING and USE OF PHOTOGRAPHS

Burmadent, registered charity number1150468 has agreed that the following person

.....

may fundraise in the name of Burmadent for the sole purpose of providing funds to Burmadent. The distribution of these funds will be decided by the trustees of Burmadent.

The fundraising period is from..... To.....

Any literature, fundraising or events should take place within that time frame and must not be used after this period for any purpose whatsoever. Anything borrowed from Burmadent for the purpose of fundraising should be returned to 65 Earlsfield Road, Wandsworth, London SW18 3DA, before you depart for your volunteering trip to Burma.

The volunteer agrees that all their photographs relating to Burmadent work will be provided to Burmadent for their use in publicity and promotion of the charity.

Signed by fundraiser/volunteer

I understand that I will be sent (by special delivery) two retroviral drugs for use in the case of a needlestick injury. I will also be sent two local mobile phones and chargers. I understand that these drugs cost over £1200.00 and are only available from a consultant. They cannot be replaced on the NHS but by private prescription.

These will be returned within 1 week of your return to the UK by special delivery. If a holiday is taken after volunteering you will arrange to have these items returned to Burmadent from abroad within the same time frame.

I also acknowledge that I have received a copy of Burmadent's Safeguarding Policy which includes a Code of Conduct. I understand the requirements and agree to comply fully with the Policy and Code of Conduct. I confirm that I am legally allowed to work with children and vulnerable adults.

I acknowledge that Burmadent is UNABLE to guarantee the security of your personal information when it is sent to Burma.

SIGNATURE

Date

Electronic signature NOT acceptable.

Thank you very much for showing an interest in Burmadent, we greatly appreciate it and will do everything we can to make this an enjoyable and rewarding time for you.

For office use

All paperwork received.....

Sent off for invitation and temporary registration.....

Received invitation and temporary registration.....

Expenses sheet, dental statistics recording form sent out.....

Justgiving page set up..... Ended.....

Giftaid certificate sent out.....

Fundraising	Amount £	Paid out £
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Poster lent.....		Returned.....
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Phone lent.....		Returned.....
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Charger lent.....		Returned.....
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Inventory completed.....

Feedback form completed.....

Photographs provided.....

Twitter/Facebook.....