

CASA RAUDHA VOLUNTEER APPLICATION FORM

Thank you for your interest in volunteering with *Casa Raudha Ltd.*

All volunteer applications are reviewed with consideration of current volunteer opportunities. The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

Volunteer Personal Details

Name: Mr/Ms/Mdm _____

Last 4 Character of NRIC No.: _____ **Nationality:** _____

D.O.B: _____ **Gender:** _____

Residential Address: _____

_____ **Postal Code** _____

Contact No(s): Hp: _____ **Alternate Contact No(s):** _____

Email: _____

Occupation: _____ **Company:** _____

Highest Qualification: _____

Other Certification: _____

Language Proficiency: Spoken _____

Written _____

Hobbies: _____

Driving Experience: Yes / No **If yes, how many years of experience?** _____ yrs

Type of vehicle(s) owned: _____

Voluntary Experience

Organization(s): _____

No. of Years Involved: _____ **Nature of Tasks:** _____

Name of In-Charge: _____ **Contact No.:** _____

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Voluntary Time Availability

Commitment Level: (1) _____ (2) _____	
Preferred Day: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> PH <small>(can tick more than 1 box)</small>	
Preferred Time: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> from _____ to _____	

Volunteer's Skillset

<i>Kindly rate your skill levels from 1-5, where 1 = novice and 5 = expert</i>						
Category	Skillset	Skill levels				
		5	4	3	2	1
Soft Skills	Problem-solving					
	Leadership					
	Team player					
	Creativity					
	Written & Verbal					
	Communication					
	Childminding					
	Cooking					
	Baking					
Sewing						
Technical skills	Graphic Design					
	Video Editing					
	Video Production					
	Photography					
	Google Analytics					
	Social Media Marketing					
	Social Media Ads					
	Accounting					
	Copywriting					
Facilitator for Workshops						
Software	Adobe Creative Suite <ul style="list-style-type: none"> ● Premiere Pro CC, After Effects, Illustrator, Photoshop 					
	Microsoft Office <ul style="list-style-type: none"> ● MS Word, Excel, PowerPoint 					
	Canva					
	Miro					
Event/programmes support	Look for Sponsorships/Donations					
	Planning & Execution					

	Emcee					
	Food delivery					
Gardening	Hydroponic					
	Garden maintenance					
Spring Cleaning	Facilities maintenance					

VOLUNTEER’S DECLARATION

- 1 Do you currently suffer or have you ever suffered from any physical impairment or disease including mental illness, deafness, handicap etc? Yes / No

- 2 Are you on any long-term medication? Yes / No
If yes please specify: _____

- 3 Have you ever been declared bankrupt? Yes / No
If yes please specify: _____

- 4 Have you ever been convicted in a court of law in any country? Yes / No
If yes please specify: _____

- 5 Have you ever been detained by the police or any government? Yes / No
If yes please specify: _____

- 6 Are you related to any staff in Casa Raudha? Please provide the name(s): Yes / No

- 7 Are you related to any of the Home resident(s). Please provide the name(s): Yes / No

I understand that any false declaration made by me will be sufficient ground for disqualification of my service. I undertake to keep all matter related to my dealings in Casa Raudha to be strictly confidential at all times. In exchange for my voluntary experience with Casa Raudha, I agree to the following:

- By providing my details, I understand that the SSA may use my details including photos of volunteering work for record, reference, publication and social media purposes

- I consent that the agency may also forward my particulars to the Ministry of Social and Family Development (MSF) for security screening purposes should I become /am a volunteer at Casa Raudha.

- If there is no suitable match, I consent to Casa Raudha storing the application for a future opportunity, and to contact me.

- I hereby confirm that I shall release and not hold to Casa Raudha or any of its employees, servants or agents liable in any way whatsoever for any loss, bodily injury, mishap, accident

and/ or loss of life or property arise directly or indirectly incur as a result of or in connection with my voluntary participation.

To Indemnify and defend to Casa Raudha against all claims, causes of actions, damages, judgments, costs and expenses including legal expenses which may arise from my presence in the activities.

Name & Signature of Volunteer: _____ Date: _____

For volunteers below age of 21:

I, _____ (Full Name of *Parent / Guardian), _____
(*last 4 characters of NRIC) / FIN / Passport No.) permit my child / ward, _____
(Volunteer's Name) to participate in the Programme and its activities. I understand that by signing below, I am agreeable to all the terms and conditions stated in the Volunteer Application form.

Signature of Parent / Guardian: _____ Date: _____

*Delete where applicable

FOR OFFICIAL USE:

Outcome:

- Match to job role. Start Date _____
- Consider / hold
- Not suitable for role / agency currently

Assessor Name & Date: _____

Remarks: _____