

Volunteer Application Form

A. PERSONAL PARTICULARS (Please out in BLOCK LETTERS)			
Full Name* (as in NRIC / Passport):		NRIC / FIN / Passport No.*:	
Gender*:	Birth Date*: (DD MM YYYY)	Age:	Citizenship*:
Marital Status*:	Ethnic Group:	Dialect Group (if applicable):	

Please Attach
a Recent
Passport Sized Photo
Here
(4.5cm x 3.5cm)

B. CONTACT INFORMATION (Please fill out in BLOCK LETTERS)		
Mobile No.*:	Home No (if applicable):	Office No (if applicable):
Home Address*:		Email Address*:

*Required fields.

C. BACKGROUND, SKILLS & EXPERIENCE			
Current Occupation	Current Employer/School	Highest Qualification Attained	Other Certifications
Proficient Languages & Dialects Spoken		Proficient Languages Written	Interests / Hobbies / Special skills & talents
Religion	Place of Worship (Incl. branch if Applicable)	Any Position, Roles or Responsibility Held	
Since:	Since:	Name of CGL (if Applicable):	
Brief description of past responsibilities at work (if any):			
Organisation	Description of role	Duration	
Previous Voluntary Work Experience & Organisations Volunteered With (if any):			
Organisation	Description of role	Duration	

D. MINISTRY INTERESTS & AVAILABILITY (tick all that is applicable)		
I am interested in serving: <input type="checkbox"/> Young Children (18 months - 6 years old) <input type="checkbox"/> Children (7 - 12 years old) <input type="checkbox"/> Youths (13 - 21 years old) <input type="checkbox"/> Helper/facilitator in Events <input type="checkbox"/> Behind-the-scenes / Admin support work <input type="checkbox"/> Media (photog, writer, emcee, designer) <input type="checkbox"/> Others (Please specify):	I am likely to be available on: <input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays <input type="checkbox"/> Weekdays (Day) <input type="checkbox"/> Weekdays (Night) <input type="checkbox"/> Others (Please specify) :	I am likely to commit: <input type="checkbox"/> 1 – 3 months regularly <input type="checkbox"/> 3 – 6 months regularly <input type="checkbox"/> 6 – 12 months regularly <input type="checkbox"/> Ad-hoc basis <input type="checkbox"/> Others (Please specify):
There is a specific programme(s) I'm interested in:		

E. CHARACTER REFEREE* (Mandatory): NO relatives or family member. Parent/Guardian will be referee if Under-18 (Please fill in BLOCK LETTERS)		
Full Name (as in NRIC / Passport):	Relationship:	Years Known:
Occupation / Job Title:	Mobile No.:	Email Address:

F. DISCLOSURES & AGREEMENT		
Have you been previously convicted in a court of law?	Please tick one:	If yes, please elaborate here:
Have you ever been investigated for allegations of criminal conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you/are you practising or have practised homosexuality?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you undergoing treatment for any chronic physical/mental illness?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you substance-dependent (alcohol/glue/drugs/tobacco)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever applied to New Life Community Services as a volunteer or staff within the last 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please indicate any conflict of interest that might prevent you from carrying out your duties effectively and impartially as a volunteer.		

G. UNDERTAKING, DECLARATION & PERSONAL DATA PROTECTION ACT (PDPA) CONSENT CLAUSE

- A. I wish to serve as a volunteer in New Life Community Services. I understand that its mission is to “seek to mentor the next generation of youths and children to master life’s transitions so they may able to make a positive contribution to their home, communities & society.”
- B. Should I be accepted as a volunteer, I undertake:
- to **represent** wholesome values to the people I serve.
 - to be **accountable** to the staff-in-charge for all matters relating to my service in New Life.
 - not** to directly or indirectly **abuse** my position for **personal** or **business gain**.
 - not to **retain** or **use** any confidential information I come across in the **course of my voluntary service** for any **purpose except in direct connection** with my volunteer service.
- C. I declare that all information provided in this application are correct and true to the best of my knowledge. I have not withheld any material information. I understand that I may be dismissed for any breach of ethical conduct, including falsification of information.
- D. In accordance to the **Personal Data Protection Act**, I hereby give my consent to New Life Community Services to use my personal information for data collection and to contact me for any matters relating to my ministry.
- E. I **allow** New Life Community Services to **publish** my name, and as well as photographs & videos taken of me during different events for both internal & external publicities.
- F. I accept that I may be subject to a **security screening process** prior to confirmation and deployment for the use of my services. This is subjected to as per case by case basis.
- G. I agree that New Life Community Services **reserves the right to reject** my application or **change** my deployment when necessary to better utilise my intended skillset for the beneficiaries.
- H. I understand that participating in the activities of New Life Community Services involves a certain level of risks. The organisation will not be held liable for any costs, damages, charges and expenses **OR** injuries, loss and damage incurred during participation of the programmes/activities.
- I. **Consent withdrawal** – I may also **withdraw** my consent to the **use** and **disclosure** of my personal data for receiving emails, calls or appeal letters with regards to volunteer or donor opportunities when I do not feel comfortable receiving any more information.
**For more information, please refer to <https://www.pdpc.gov.sg/> for more details.*

J. GENERAL GUIDELINES

Behaviour & Conduct

Volunteers are expected to maintain an acceptable and respectful behaviour and conduct during all voluntary duties to protect the interest and safety of beneficiaries. Any form of evangelism during the commitment period is strongly discouraged.

Dress Code

All confirmed volunteers will be issued a volunteer t-shirt. Whenever wearing the shirt is not required, volunteers are to be dressed in smart casual attire. Any revealing clothing are strongly discouraged. **(Select T-Shirt Size: XS / S / M / L / XL / XXL / XXXL)**

Confidentiality of Information

Any information of the beneficiaries (family background, learning issues, family issues) disclosed during the programme must not be shared externally.

Boundaries with Beneficiaries

Volunteers are not allowed to have any form of contact beyond programme hours. This includes disclosing personal contact details and/or social media accounts. Any bestowment of gift(s) is also not allowed unless permission is given. Intimate body contact such as hugging, sitting on laps is also not allowed.

Commitment Period

Full commitment throughout the duration of the programme is needed. Staff should be notified if they are unable to attend any session. When one is unable to complete programme due to valid reasons, 2 weeks’ notice should be given.

PARENTAL CONSENT FOR VOLUNTEERS UNDER 18 YEARS OF AGE

- K. I hereby give consent for my child/ward (named below) to serve as a volunteer with New Life Community Services.
- L. I have vetted the New Life Volunteer Application Form signed by my child/ward and I confirm that my child’s/ward’s statements are true.
- M. I understand that I can withdraw my consent at any time for my child’s/ward’s voluntary service with New Life.
- N. I agree to hold New Life not liable in case of any loss or harm to my child/ward during his/her voluntary service with New Life.

For volunteers under 18 years of age:

Signature of Applicant

Dated:

Signature of Parent/Legal Guardian

Name (as in NRIC):

NRIC No:

Dated:

H. FOR OFFICIAL USE ONLY

Date Received:	Interview Date:	Interviewed By:	Reference Check Date:
Interview Outcome: <input type="checkbox"/> PASSED <input type="checkbox"/> NOT SUITABLE		Reference Outcome: <input type="checkbox"/> PASSED <input type="checkbox"/> NOT SUITABLE	
Status: <input type="checkbox"/> PLACED <input type="checkbox"/> KIV <input type="checkbox"/> REJECTED		Deployment / w.e.f.	

I. OTHER COMMENTS/REMARKS