

Date Submitted _____

VOLUNTEER APPLICATION FORM
Save the Children Philippines

I. Personal Information

Last Name		First Name	Middle Name	Nickname	
Address: Number. Street. Barangay. City				Phone/Land line	
				Mobile Phone	
Permanent Address:				Gender () Male () Female	
Email Address					
Birthdate:	Birthplace:	Citizenship:	Height:	Weight:	
Employed? [] Yes Name of Employer: _____ [] No					
Language / Dialect Spoken: _____					

Educational Background	School and Address	From	To	Degree Earned
Post Graduate				
Tertiary				
Secondary				
Elementary				
Licenses or Certified Membership to any trade / Profession	Type			Date of Issue

II. Previous Volunteer Engagements

Name of Company/Organization:	Position held:	Length of Service	
		From	To
Volunteer Engagement Summary:			
Name of Company/Organization:	Position held:	Length of Service	
		From	To
Volunteer Engagement Summary:			

III. Skills

Please put a check mark (/) on your acquired skill.

Accounting & Finance <input type="checkbox"/> Auditing <input type="checkbox"/> Cost accounting <input type="checkbox"/> Banking <input type="checkbox"/> Financial planning & budgeting	<input type="checkbox"/> Managerial accounting <input type="checkbox"/> Financial accounting <input type="checkbox"/> International financial management <input type="checkbox"/> Insurance	<input type="checkbox"/> Taxation <input type="checkbox"/> Investment mgmt & security analysis <input type="checkbox"/> Risk Management <input type="checkbox"/> Others: _____
Arts & Communication & Graphics <input type="checkbox"/> Writing/Journalism <input type="checkbox"/> Public Relations <input type="checkbox"/> Graphic design <input type="checkbox"/> Auto-CAD	<input type="checkbox"/> Photography <input type="checkbox"/> Video Making <input type="checkbox"/> 3D Max <input type="checkbox"/> Macromedia director/studio	<input type="checkbox"/> Photoshop <input type="checkbox"/> Others: _____

Management <input type="checkbox"/> Community engagement <input type="checkbox"/> Crisis management <input type="checkbox"/> Event management <input type="checkbox"/> Organizational mgmt & planning	<input type="checkbox"/> Industrial management <input type="checkbox"/> International management <input type="checkbox"/> Project management <input type="checkbox"/> Transportation/ distribution mgmt.	<input type="checkbox"/> Leadership skills <input type="checkbox"/> Others: _____
Engineering <input type="checkbox"/> Automotive engineering <input type="checkbox"/> Chemical engineering <input type="checkbox"/> Civil engineering <input type="checkbox"/> Construction management <input type="checkbox"/> Wood construction	<input type="checkbox"/> Electrical engineering <input type="checkbox"/> Electronics engineering <input type="checkbox"/> Environmental engineering <input type="checkbox"/> Fire safety engineering <input type="checkbox"/> Mechanical engineering	<input type="checkbox"/> Telecommunications engineering <input type="checkbox"/> Industrial engineering <input type="checkbox"/> Waste & water management <input type="checkbox"/> Others: _____
Human Resources <input type="checkbox"/> Industrial relations <input type="checkbox"/> International resource management <input type="checkbox"/> Recruitment and allocation	<input type="checkbox"/> Organizational behavior <input type="checkbox"/> Personal evaluation <input type="checkbox"/> Training and development	<input type="checkbox"/> Others: _____
Law <input type="checkbox"/> Business law <input type="checkbox"/> International law	<input type="checkbox"/> Civil law <input type="checkbox"/> Criminal law	<input type="checkbox"/> Others: _____
Marketing <input type="checkbox"/> Advertising + public relations <input type="checkbox"/> Brand & trademark management <input type="checkbox"/> Marketing research & evaluation	<input type="checkbox"/> International marketing <input type="checkbox"/> Customer relationship management <input type="checkbox"/> Product planning, dev't, & control	<input type="checkbox"/> Others: _____
Livelihoods <input type="checkbox"/> Agriculture <input type="checkbox"/> Fermentation technology <input type="checkbox"/> Ecology	<input type="checkbox"/> Environmental protection <input type="checkbox"/> Horticulture <input type="checkbox"/> Plant production technology	<input type="checkbox"/> Land & water management <input type="checkbox"/> Animal products technology <input type="checkbox"/> Others: _____
Training and Facilitation <input type="checkbox"/> Language teaching <input type="checkbox"/> Child (youth) education <input type="checkbox"/> Development studies	<input type="checkbox"/> Presentation skills <input type="checkbox"/> Community development <input type="checkbox"/> Counselling & guidance	<input type="checkbox"/> Training/ facilitating skills <input type="checkbox"/> Social work <input type="checkbox"/> Others: _____
Networking, IT & Programming Skills <input type="checkbox"/> Visual Basic <input type="checkbox"/> TCP/IP <input type="checkbox"/> UMTS/GSM network management <input type="checkbox"/> WAN (wide area network)	<input type="checkbox"/> Windows operating systems <input type="checkbox"/> UNIX/Linux OS <input type="checkbox"/> LAN (local area network) <input type="checkbox"/> Database management	<input type="checkbox"/> Mobile applications/technology <input type="checkbox"/> Web development and managing <input type="checkbox"/> WAP <input type="checkbox"/> Others: _____
Emergency Response <input type="checkbox"/> Community Coordination & Networking <input type="checkbox"/> Rapid Assessment	<input type="checkbox"/> Crowd Control <input type="checkbox"/> Relief Distribution	<input type="checkbox"/> NFI preparation & packing <input type="checkbox"/> Counselling & guidance <input type="checkbox"/> Others: _____

IV. Areas of Interest
Please put a check mark (/) on your areas of interest.

Program Quality and Development Support <input type="checkbox"/> Program Development <input type="checkbox"/> Proposal Writing <input type="checkbox"/> Case Stories Writing	<input type="checkbox"/> Monitoring, Evaluation, Accountability & Learning Support <input type="checkbox"/> Report Writing	<input type="checkbox"/> Documentation <input type="checkbox"/> Others: _____
Project Implementation Support <input type="checkbox"/> Community Mobilizing <input type="checkbox"/> Advocacy	<input type="checkbox"/> Financial/Accounting Support <input type="checkbox"/> Training	<input type="checkbox"/> Community Development <input type="checkbox"/> Others: _____
Office Support <input type="checkbox"/> Financial planning & budgeting <input type="checkbox"/> Logistics Support <input type="checkbox"/> Event coordination <input type="checkbox"/> Marketing / donor communications	<input type="checkbox"/> Market research <input type="checkbox"/> Face to face fundraising <input type="checkbox"/> Admin Support <input type="checkbox"/> New Business development	<input type="checkbox"/> Recruitment Support <input type="checkbox"/> Donor Liaison <input type="checkbox"/> Others: _____

V. Volunteer Engagement
Please put a check mark (/) on your referred answer.

Availability <input type="checkbox"/> As required <input type="checkbox"/> Weekends	<input type="checkbox"/> After Office Hours <input type="checkbox"/> Holidays	<input type="checkbox"/> Days of the Week _____
Number of Hours per day or per engagement : _____		



Willing to be deployed anywhere in the country? <input type="checkbox"/> Yes	<input type="checkbox"/> No
Willing to work in Humanitarian Response? <input type="checkbox"/> Yes	<input type="checkbox"/> No

VI. Reference Persons

References (outside of the organization who can vouch for your work and/or character; may include partners, community leaders, representatives of donor organization. Do NOT include family and friends.)	Full Name Work Relationship with Candidate	Company / Organization Name Contact Number (List all: office landline and mobile phone, email address to contact)	Business, Occupation (Position)

VII. Emergency Contact Person

Person to Contact in Case of Emergency	NAME:	TELEPHONE NO.:
	RELATIONSHIP:	
	ADDRESS:	

Why would you like to volunteer with Save the Children?

Do you have experience in emergency response? Describe the emergency work and projects you did.

How were you referred to us or come to know of us? (If person / organization, please indicate)

What is the present condition of your health? [] Poor [] Good [] Excellent

I certify this Statement of Interest as a Volunteer of Save the Children Philippines. I further certify that all statements made in this application, to the best of my knowledge, are true and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my purpose and volunteer engagement with Save the Children Philippines. I understand that any false information will be sufficient cause for termination of my volunteer engagement any time. I also authorize any of the persons and organizations listed on this application to give any and all information concerning my previous employment, education and qualifications for employment and for Save the Children Philippines to check / verify any information contained in this application. I also authorize Save the Children to undertake any other necessary inquiries, including criminal record checks and reference checks. I understand that in this connection, if Save the Children comes to negative findings as a result of reference checks before and after start of volunteer engagement, that were not disclosed in this form, this can constitute a ground for termination of volunteer engagement for failure to disclose relevant information.

I also certify that I have not taken illegal substance in the last 12 months neither been convicted of a crime involving moral turpitude nor have I been charged before any court of any crime involving child or spousal abuse, acts of lasciviousness, pedophilia or any related offense.

I also certify that I understand the **personal commitment in protecting children's rights** expected from a member of the Save the Children Philippines organization. This includes zero tolerance in violation of children's rights involving child physical, emotional or sexual abuse or neglect including condoning or participating in unsafe or abusive behavior towards children and inappropriate behavior or language that is discriminatory, demeaning, degrading, abusive or sexual. These are documented in the Child Protection Policy to which every employee acknowledges.

I understand that Save the Children Philippines carries a **dual mandate** where there is focus on development work and also on emergency response work. Volunteers may also be called to serve in the appropriate capacity on short notice when and where an emergency response is called for in the exigency of service.

FULL SIGNATURE: _____ DATE: _____