



Human Development Foundation – Mercy Centre
 100/11 Kae-ha Klong Toey 4, Klong Toey, Bangkok 10110
 Phone: (662) 671-5313 Fax: (662) 672 4544
 Email: info@mercycentre.org www.mercycentre.org



VOLUNTEER / INTERN APPLICATION FORM - INFORMATION

All information provided will be treated in-confidence for internal-use-only, unless otherwise specified in any terms & conditions stated on our website, and or in this application.

IMPORTANT INFORMATION

Applicants must read our website for up-to-date and relevant information about volunteering or interning, including all terms & conditions, prior to submitting an application. By submitting this application you are agree to adhere to those terms & conditions set-out on our website. Those terms & conditions are subject to change, and by your continued participation as a volunteer or intern, you agree to those changes.

Checklist of Requirements (please complete):

- Selected type of application (Volunteer or Intern)
- Read the all the terms & conditions on our website
- Agreed to all the terms & conditions on our website
- Read the terms & conditions contained within this application
- Agreed to all the terms and conditions contained within this application
- Completed Application fully & truthfully
- Initialed every page, as well as sign & date last page of application
- Attached a current digital/scanned/original passport sized photo
- Attached a copy of your current Passport or Thai national ID (original to be sighted later)
- Attached a copy of your current Resume/CV
- Attached a copy of Police Certificate (if applicable)
- Attached a copy of First Aid qualifications/certification (if applicable)
- INTERN ONLY: Attached details of the internship from your educational institution
- INTERN ONLY: Attached reference letter/letter of support from educational institution
- Send all pages (1 to 4) of this application with all relevant attachments (above)
- Acknowledged incomplete applications will not be processed nor answered

Please send the completed Application by email, post or in person to:



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VOLUNTEER / INTERN APPLICATION FORM

Application

<input type="checkbox"/> Volunteer	<input type="checkbox"/> Intern	&	Date available from: / /	Date available to: / /
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Personal Details

First Name (Mr./ Mrs./ Ms.):	Date of Birth:
Family Name:	Telephone Number:
Thailand Address:	Mobile Number (Thai):
	Mobile Number (Other)
Post Code:	LINE:
Home Country Address:	Email:
	Nationality:
Post Code:	Passport or Thai ID Number:

Educational Qualification (relevant)

Institution	Qualification	Year

Relevant volunteer, charity or working with children experience

Organisation	Role	Period

Have you ever been asked to leave a similar organisation to HDF in the past? Yes No

Language proficiency

<input type="checkbox"/> English	<input type="checkbox"/> Spoken	<input type="checkbox"/> Written	The majority of our volunteer/intern opportunities require a level of English Language proficiency, depending on role. Thai language proficiency is beneficial but not required.
<input type="checkbox"/> Thai	<input type="checkbox"/> Spoken	<input type="checkbox"/> Written	
<input type="checkbox"/> _____	<input type="checkbox"/> Spoken	<input type="checkbox"/> Written	

Skills & Interests

<input type="checkbox"/> Administration	<input type="checkbox"/> Photography	<input type="checkbox"/> Cooking	<input type="checkbox"/> Sport	<input type="checkbox"/> Arts & Crafts
<input type="checkbox"/> Computers (IT)	<input type="checkbox"/> Language	<input type="checkbox"/> Music	<input type="checkbox"/> Other: _____	

First Aid qualifications

<input type="checkbox"/> Current First Aid qualification, from: _____ Expiry date: _____
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Type of activities you want to undertake

<input type="checkbox"/> Teaching English in Preschool	<input type="checkbox"/> English homework/tutoring	<input type="checkbox"/> Evening English activities
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Administration	<input type="checkbox"/> HIV/AIDS education/awareness
<input type="checkbox"/> Social work	<input type="checkbox"/> Mentor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disaster Recovery activities (on-call) to assist the poor community after floods, fires and other natural disasters		

Weekly Availability

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							
Evening							

Travel or Health Insurance

<input type="checkbox"/> Travel Insurance company: _____ (Policy Number): _____
<input type="checkbox"/> Health Insurance: company: _____ (Policy Number): _____

Criminal Record Self-Declaration

<input type="checkbox"/> No criminal record or history (for any country you have visited or resided)
<input type="checkbox"/> Criminal record exists (Police Certificate required – less than 3 months old)
<i>Having a criminal record will not necessary prevent you from being accepted as a volunteer/intern. It will depend on the type of offence, seriousness of the crime, sentence and how it relates to the vulnerability of children and older people. A Police Certificate is required to allow the appropriate consideration</i>

Personal References (please provide 2 referees – first person should be your emergency contact)

#	Full Name	Relationship	Phone Number	Email
1				
2				

How did you hear about volunteering/interning at Mercy Centre?

<input type="checkbox"/> Google	<input type="checkbox"/> Mercy Centre website	<input type="checkbox"/> School	<input type="checkbox"/> Other volunteer
<input type="checkbox"/> TV	<input type="checkbox"/> Radio/Newspaper	<input type="checkbox"/> Work	<input type="checkbox"/> HDF staff member
<input type="checkbox"/> Other, please explain: _____			

Tell us any other relevant information, and how your time at Mercy Centre will benefit the children and community?

INTERN ONLY: Specify what (if any) administrative requirements there are for Mercy Centre to facilitate internship

Privacy, Release and Authorisation (please read the following carefully)

<p>I hereby certify that all the information contained in this application is true and correct, and that any false information or omission may disqualify me from further consideration or may result in my dismissal, if discovered at a later date.</p> <p>I understand the Human Development Foundation (HDF) may make enquiries to ascertain my suitability as an intern or volunteer, and ongoing suitability from time to time. I authorise HDF to enquire with my personal referees, educational institution, employers (past & present) and any other relevant entity or person, for the purpose of assessing my character and suitability.</p> <p>In submitting this application, I understand that approval is solely at the discretion of HDF.</p>

I acknowledge by initialing each page and signing this application that I agree with all the relevant terms & conditions related to volunteering or interning, as set-out on the HDF website, and any further conditions contained and referenced within this application.

Signature:

Date: