

Volunteer Application Form

(Updated as at 29/03/2023)

I am interested in volunteering with WE CARE Community Services Limited:

- ☐ As an individual
☐ On behalf of a group (Group size: _____)

Personal Particulars

Name: Mr / Mrs / Ms / Dr		Passport No: / FIN / NRIC
Date of Birth / Age:	Address:	
Email:	Contact no : (HP)	
Spoken Language/s:	Written Language/s:	
Interests / Hobbies:		

Current Organisation

Occupation / Designation:	Company / Institution Name:
Areas of Specialization:	

Volunteering experience

Any previous experience in volunteering? *Yes / No If yes, please specify the name(s) of organization and the nature of your involvement:
Areas of expertise / skills / strengths
Areas of volunteering interest/s in WE CARE?
Preferred volunteering day/s and time/s: (Or duration)

Other information *(Please circle as appropriate)*

Do you have any criminal record and/ or drug record in Singapore?
If yes, please specify:

Yes / No

Declaration

- ☐ If accepted, I agree to abide by the conditions laid down by WE CARE Community Services Limited regulating my duties as a Volunteer. I confirm that the above information is true and accurate to the best of my knowledge.
- ☐ I consent to the collection, use and disclosure of my personal data for the purpose of contacting me and managing my duties as a volunteer at WE CARE Community Services.

Date

Signature

WE CARE Administration

Reviewed by:

Date

WE CARE Director (Name/Signature)

Dear Sir / Madam,

Letter of Indemnity / Non-disclosure of clients' information Agreement

By signing, I hereby unconditionally and irrevocably agree and undertake to hold WE CARE Community Services Ltd ("WE CARE") harmless and to keep WE CARE indemnified against any loss, damage, costs, actions, claims, liabilities, proceedings, demands, risks, charges and / or expenses of whatsoever nature and howsoever arising, whether direct, indirect, joint, several, actual, contingent or otherwise (including without limitation, legal fees on a full indemnity basis), and includes without limitation, claims made by third parties and claims for defamation, death, bodily injury, property damage or pecuniary losses howsoever arising which you may sustain or otherwise incur arising from or in connection with WE CARE or photographs on WE CARE website and newsletters.

I hereby understand that I will be interacting with the clients of WE CARE and they will disclose personal information to me. I therefore, hereby agree at all times not to divulge the confidential information for any other purpose to any person, firm or corporation without the prior written consent of WE CARE.

I _____ as a volunteer of WE CARE Community Services Ltd, agree to treat all personal information of clients/participants/attendees/staff/beneficiaries/ as confidential (including pictures and videos of people and events, etc) and will not collect, use or disclose such information without the permission of WE CARE Community Services Ltd.

I fully understand and agree that the personal information which I have provided to WE CARE Community Services Ltd about myself may be disclosed to other agencies or individuals for the purposes as stated below. I trust that the information will strictly be used for the purposes stated.

- (a) WE CARE internal records,
- (b) WE CARE publications in newsletters, website and social media.

Signature of Volunteer

Signature of WE CARE Staff

Name of Volunteer:

Name of WE CARE staff

Date:

Date:

Dos and Don'ts for Volunteers

Dos

- Handle all confidential information and documents with due diligence and maintain them in the strictest confidence.
- Obtain approval from Executive Director before sharing any articles or write-ups of the clients on any kinds of media.
- Inform the Programme Staff or volunteer management executive at least one day in advance of any changes to commitment.
- Seek help from the Programme Staff if you are unsure of how to handle client's behaviours. Eg. Behaviour melt-downs, unusual bruises etc.
- Prioritise welfare of clients and programme operations above personal interests.

Don'ts

- Do not spend time with any clients outside volunteering hours.
- Do not share your personal contact which includes email, contact number, social media account etc with our clients.
- Do not take photos / videos of our clients.

Do not use language or display behaviours that are harassing, abusive, or sexually provocative.

- Do not go beyond your ability as a volunteer. Practice due caution to protect yourself.

Do not discriminate on the basis of disability, age, culture, race, criminal background etc.