



## Volunteer Application Form

Date of Application:

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### Volunteer Details

Title:	<input type="text"/>	Gender:	<input type="text"/>
Surname:	<input type="text"/>	Given Names:	<input type="text"/>
Date of Birth:	<input type="text"/>	Age:	<input type="text"/>
Nationality:	<input type="text"/>	Residency:	<input type="text"/>
Passport No.:	<input type="text"/>	Expiry Date:	<input type="text"/>
Street Address:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/>
Postcode:	<input type="text"/>	Phone (home):	<input type="text"/>
(work):	<input type="text"/>	(mobile):	<input type="text"/>
Email address:	<input type="text"/>		

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### Next of Kin Details

Title:	<input type="text"/>	Relationship:	<input type="text"/>
Surname:	<input type="text"/>	Given Names:	<input type="text"/>
Street Address:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/>
Postcode:	<input type="text"/>	Phone (home):	<input type="text"/>
(work):	<input type="text"/>	(mobile):	<input type="text"/>
Email address:	<input type="text"/>		

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### Background Information

Provide details of your recent employment history  
(organisations, roles, responsibilities, employment periods)



Sunrise Children's Association Incorporated  
6/84 Westbury St, St Kilda East, VIC 3183  
T: 0413 137 920 Sarah Thom, Volunteer Co-ordinator  
E: [enquiry@scai.org.au](mailto:enquiry@scai.org.au)  
W: [www.scai.org.au](http://www.scai.org.au)  
ABN: 60 547 624 727

Have you had any experience working with children? (tick box)  Yes  No  
If yes, where and when did you gain this experience?

Have you ever worked as a volunteer before?  Yes  No  
If yes where, in what capacity, and for how long?

List any skills/experience (include hobbies and interests) you have that you believe will be of benefit to the program.

What do you hope to gain from completing the volunteer program?

What fears or concerns do you have about this experience?

Please list any dietary restrictions or medical conditions you have. This will help us to better tailor your program.

**Placement**

How long do you wish to volunteer at sunrise for and when?  
(Provide dates)

\*N.B. Volunteering opportunities are limited and dates are often booked for months in advance, particularly in high season Sept-Dec.



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Do you wish to participate in our language and sightseeing program?

Option 1:

Week 1: 5 days of morning language classes & afternoon local sightseeing

Option 2:

Week 1: as above

Week 2: 3 days Chitwan National Park and surrounds, 3 days Pokhara

\* We strongly encourage participation, as it will enrich your experience and that of the children's. These programs will be provided at cost by our local partners in Nepal.

Additional Relevant Information

### ***Terms and Conditions of Volunteering***

SCAI is committed to safeguarding the children it supports in Nepal against all forms of abuse and exploitation. In accordance with this SCAI has clear policies and procedures that all volunteers to Sunrise Orphanage or any other of SCAI's projects involving children must adhere to.

As part of this application to become a volunteer with SCAI, we request that you complete and sign the following Terms and Conditions.

- I have read and fully understand SCAI's Child Protection Policy on [www.scai.org.au](http://www.scai.org.au)
- I agree to provide SCAI with a National Police Check or in the state/s where this is not available, a Working with Children Check prior to being accepted into the program
- I will not seek or accept any accommodation within Sunrise Orphanage, or with any families, friends or community members that SCAI works with, which has not been pre-arranged by SCAI
- I will show respect to the children, staff, committee and members of the local community in the way I speak, dress and behave to ensure I act in a culturally sensitive manner at all times
- I will ensure that any gifts I buy or donated items brought to Nepal for the children are pre-approved by SCAI representatives, that being the Volunteer Co-ordinator in Australia or SCAI Country Director in Nepal, before giving to any children or staff at Sunrise Orphanage or other SCAI projects
- I agree that I will not give cash to any staff or committee members of Sunrise Orphanage or other SCAI projects. Donations of any kind, whether they are monetary, goods or services must go through SCAI.
- I will not provide my email address or other contact details directly to any child, staff or committee member of any of SCAI's projects, nor ask directly for any contact details.
- I will not hold SCAI nor any of SCAI's project partners in Nepal responsible for any injuries, accidents or illnesses that may occur during or resulting from my stay at Sunrise Orphanage or visits to other SCAI projects.
- I agree that under no circumstances will I be alone with a child that SCAI supports, whether it be at Sunrise Orphanage or one of SCAI's other project sites and that I will interact with the children only in the presence of others.
- I agree not to take any child out of the orphanage alone, whether it be to school, hospital, shopping or any other place, and a minimum of one other adult SCAI or project partner staff member must accompany me.
- I agree that I must seek permission before taking any photos of the children and photos may only be taken for personal use, and may not be given to any media or distributed in any public forums including the internet, without prior permission from SCAI.
- I agree not to make any promises to the children or staff members with regards to future visits or communication, gifts or any other support as this may lead to disappointment for the child/ person involved
- I understand that smoking of any kind, use of drugs or consumption of alcohol is strictly prohibited at Sunrise Orphanage or on site at any other of SCAI's projects



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- I understand that as a volunteer with SCAI I am representing SCAI so agree to abide by and uphold SCAI's philosophies and accurately and honestly represent SCAI in all volunteer work and dealings with tourists, other volunteers, and all members of the local community.
- I understand that as a volunteer of SCAI I must not undertake any other voluntary or paid work for the duration of my time in Nepal unless approved by SCAI.
- I also agree that I will not financially support any other organisation in Nepal without approval from SCAI. We understand that many people you will meet live in poverty and you may be drawn to help them in some way, but please be aware that many cases are not genuine. If there is a particular project, family or other that you wish to support in some way whilst in Nepal that is outside of SCAI's work, SCAI are more than happy to help you organise this, however it must be done through the appropriate local authorities, to minimise risk to yourself, to SCAI and its project partners, as well as ensure that your support is directed to those in genuine need.

I hereby agree to the above Terms and Conditions of volunteering with SCAI in Nepal, and I understand that SCAI or any of its project partners has the right to cancel my volunteer placement and immediately dispel me from Sunrise Orphanage should any of these terms and conditions not be adhered to. In this instance I agree that I will be fully responsible for my own expenses and travel arrangements from thereon and no volunteer fees will be re-imbursed.

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Application Checklist**

- I have completed all questions on the Application Form
- I have read, understand and agree to abide by the Terms and Conditions of Volunteering above
- I have completed and lodged the application for a National Police Check as required in my state, and understand that I will not be accepted as a volunteer until this has been sent to SCAI
- I have completed the Working with Children Check where a National Police Check is unavailable
- I have fully read and understood the 'SCAI Nepal Volunteer Program' and 'Living in a Developing Country' documents and will endeavour to follow all suggestions outlined in order to minimise risk and maximise my volunteering experience for myself and those around me
- I have enclosed a photocopy of my passport
- I have enclosed three recent passport size photos
- I have attached my resume including names and contact details of 2 work referees
- Upon acceptance into the program I will pay my volunteering fee of AUD\$10 per day no later than one month prior to my departure date, and details of my Comprehensive Travel Insurance and Itinerary

I hereby acknowledge that the information contained in this application is to the best of my knowledge true and correct. I understand that any information that is later discovered to be incorrect may result in the termination of my volunteering placement.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for taking the time to complete this application form.  
Please return the items outlined in the checklist to Sarah Thom, Sunrise Children's Association Inc Volunteer Co-ordinator at 6/84 Westbury St, St Kilda East, VIC 3183 at least two months prior to your desired departure date.

Applicants who are successful in getting through the written application stage will then be interviewed either in person or over the telephone. This interview is as much for you as a prospective volunteer to ensure the program is right for you as it is for us to make sure you are suited for the program.