



# CHRISTIAN CARE FOUNDATION FOR CHILDREN WITH DISABILITIES VOLUNTEER APPLICATION FORM

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

Thank you for your interest in joining our team as a volunteer. Please complete and return this application form with a photocopy of your passport and insert a recent photograph. We try to make this application process easy for you and for us so this form is designed to be filled in on your computer. Click on the boxes and type or select from the drop-down menu, or just click to check the box. Please keep a copy for your records and email it back to [volunteer@ccdthailand.org](mailto:volunteer@ccdthailand.org).

## Section 1 Personal Information

Please attach/insert a photo here:

Date:	<input type="text"/>		
Title:	<input type="text"/>		
First name:	<input type="text"/>	Last name:	<input type="text"/>
Address:	<input type="text"/>		
Postalcode:	<input type="text"/>	Country:	<input type="text"/>
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>	Date of Birth:	<input type="text"/>
Age:	<input type="text"/>	Gender:	<input type="text"/>
Nationality:	<input type="text"/>	Passport number:	<input type="text"/>
Issue date:	<input type="text"/>	Expiry date:	<input type="text"/>
Dates you wish to volunteer:	From	to	

NB Volunteers are accepted for a minimum of three months

**Holidays** - Apart from normal Weekends (Saturday & Sunday) you will be able to take two long weekends (Friday to Monday) every 3 Months. If you wish to take advantage of your visit to Thailand to have a longer holiday this must be taken either **before** you arrive at CCD, or **after** you leave CCD.

Are you able to volunteer Mondays - Fridays during regular work hours?	<input type="text"/>		
Emergency contact name:	<input type="text"/>	Relationship to you:	<input type="text"/>
Contact number:	<input type="text"/>	Email address:	<input type="text"/>

## Section 2 Qualifications and Experience

Present occupation:

Address of employment:

Brief description of duties:

Qualifications:

Please list any qualifications you hold which may be relevant to the role and when gained.

Please enclose a copy of your qualification certificate(s)

Previous employment:

Please provide a brief history of your previous employment:

## Section 3 Questions

Have you volunteered at CCD before? If so, when and where did you work?

If you are a returning volunteer, please go straight to section four

Have you ever been to Thailand before? If so, for what purpose and how long?

What experience do you have of working in a cross-cultural context?

What do you hope to learn from this experience?

What personal qualities do you hope to offer as a volunteer?

Have you any specific skills that you can offer to CCD eg. Music, drama, art, medical knowledge, teaching skills etc?

How do you cope when under:

Physical pressure?

Emotional pressure?

Have you had any experience working with children or disabled people?

How did you hear about our work?

## Section Four Police check

Please note that a police check must be obtained for all applicants before being accepted to volunteer at CCD. A criminal record will not necessarily bar you from volunteering; each applicant will be considered individually in accordance with our policy on recruitment of ex-offenders.

Do you have any previous convictions?

If yes, please give details / dates of offence(s) and corresponding sentence(s):

## Section Five References

Please give the names and addresses of two people who would be willing to provide us with a reference for you. We suggest that at least one of these is a current or recent employer and that one of the referees should have known you for at least two years.

Reference One		Reference Two	
Name:	<input type="text"/>	Name:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Job title:	<input type="text"/>	Job title:	<input type="text"/>
Relationship to you:	<input type="text"/>	Relationship to you:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Telephone no	<input type="text"/>	Telephone no:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

## Section Six Declaration

I confirm that all the information given by me on this form is correct to the best of my knowledge

Signed:

Date:

(Please paste a scanned signature into this box, or leave it blank to sign when you attend an interview and training day)



## **CCD Values and Work Ethos: Code of Conduct**

**CCD expects all volunteers to adhere to the following Code of Conduct.**

**All volunteers must:**

- Not smack any child, nor deprive him/her of food or physical mobility by way of punishment.
- Not smoke, drink alcohol or take recreational drugs at their place of work, the volunteer staff house, around Pakkred, nor in front of Thai colleagues or children, as they are representing CCD's values.
- Comply with Thai customs e.g. dress conventions. The Volunteer Coordinator will make volunteers aware of these during orientation.
- Wear the CCD uniform when at work.
- Undertake activities as requested by, or agreed by, the Director. He will agree times of voluntary work and volunteers will inform their place of work in advance of any unavoidable absence.
- Write a work report to the director of CCD in English at the end of their stay, prior to leaving.
- Report, in writing, any incident of alleged child abuse observed by them to the CCD Volunteer Coordinator within 24 hours, dated and signed. This is important to maintain Government and CCD standards.
- Arrange necessary visas for their stay in Thailand.
- Take responsibility for covering the cost of their stay.
- Take responsibility for arranging and paying for medical and personal accident insurance.
- Take responsibility for arranging insurance cover for personal belongings.
- Seek pre-travel health advice and arrange necessary vaccinations. The homes have a small number of children and young people with Tuberculosis and Hepatitis so volunteers may wish to discuss this with a doctor.
- Respect that CCD is a Christian charity and therefore has set times for prayer and singing Christian songs. If volunteers are not Christian, CCD will not ask them to pray but do expect volunteers to attend these short meetings whilst they are volunteering with them.

**CCD will:**

- Support the volunteer in working effectively as part of the team.
- Inform the volunteer if there are concerns about unsatisfactory work or behaviour and explain what change is needed. In extreme circumstances, a volunteer worker for CCD may be withdrawn after the initial trial period of one month.
- Be responsible for arranging accommodation for the volunteer, although the volunteer will donate towards the cost.

### **Declaration**

I have read and accept the conditions of service outlined above.

Signed:

Date:

(Please paste a scanned signature into this box, or leave it blank to sign when you attend an interview and training day)



## Volunteer Medical Details Form

Please fill in this form to help us accommodate any health requirements you may have.

<b>Full name:</b>	
<b>Address:</b>	
<b>Date of birth:</b>	
<b>Existing medical conditions:</b>	
<b>Medications you are taking:</b>	
<b>Allergies:</b>	
<b>Special dietary requirements:</b>	

Signed:

Date:

(Please paste a scanned signature into this box, or leave it blank to sign when you attend an interview and training day)

**Please note:**

- You may be required to lift children whilst you are a CCD volunteer. Please be aware of this if you have health problems.
- Some volunteers have found it difficult to adapt to working low down/on the floor as Thai people do, which is necessary when volunteering at CCD. Again, people with health problems should consider how this may affect them.
- Thailand is a very hot country. You should consider how you will manage working in the heat before you come to Thailand.



## **Information on the Application Process**

### **THE SCREENING PROCESS**

All prospective volunteers follow a screening process to promote the wellbeing of CCD children, staff and volunteers by ensuring that only those suitable for this role volunteer. CCD is often oversubscribed for volunteers, and therefore this process also ensures the highest calibre of volunteers.

Please bear the following information in mind when considering whether to apply to volunteer at CCD:

- If, having received your application form, you are considered suitable to volunteer, you will be invited to attend an interview, either in person or via video call, depending on where you live.
- Following your interview, and prior to acceptance, two references will be obtained, and an enhanced disclosure from the Disclosure and Barring Service. Please refer to our ex-offenders' policy for further details.
- Once we have received your references and DBS check, we will tell you whether you are able to volunteer. You must not make firm travel arrangements until you have received this confirmation.
- If you are not a Thai citizen you will need to obtain a non-immigrant visa from your nearest Thai Consulate before your arrival in Thailand.

If you are applying to volunteer at CCD, please fill in the volunteer application form, and email it to [volunteer@ccdthailand.org](mailto:volunteer@ccdthailand.org) with a photocopy of your passport, recent photo, the CCD Ethos and Values: Code of Conduct form and the medical form.

### **PLEASE NOTE**

- The screening process usually takes a number of weeks, and CCD can become full some months in advance, so you must apply within plenty of time before you are planning on volunteering. We recommend at least three months.
- Applications for less than three months will not be considered except in very individual circumstances.
- The months of June to August tend to be the busiest so you may need to apply further in advance to ensure there is space.
- Whilst we appreciate that volunteers give of their time and energy for free, to ensure the most benefit for CCD, we request that volunteers do not take holidays whilst at CCD. If you wish to travel or take a holiday, please plan this before or after your period of volunteering. During a three month period you will be able to take two long weekends (Friday to Monday) for a short break.