



**PROSPECTIVE VOLUNTEER APPLICATION FORM**

Name and Surname: .....

Age: .....

ID / Passport Number: .....

Home Address: .....

.....

Postal Address: .....

Contact Numbers: Home: .....

Work: .....

Cell: .....

E-mail Address: .....

Home Language: .....

Other languages: .....

Drivers Licence: Yes  No  Own Transport: Yes  No

**Who would you like us to contact in case of emergency?**

Name & Surname: .....

Relationship to you: .....

Contact Number(s): .....

***If you know what role or type of volunteering you would like to do, please give us details?***

.....  
.....  
.....

**VOLUNTEER PROGRAM**

Educational qualifications and work experience – please give brief description:

.....  
.....

What skills / experience do you have that would assist you in this volunteering position?

.....  
.....  
.....

**Availability:**

**How regularly do you wish to volunteer? (mark with an X)**

Monthly	Fortnightly	Weekly	More Often	Special Events only
---------	-------------	--------	------------	---------------------

**When would you be available to start volunteering? .....**

**Please tick the hours you are available to volunteer.**

	AM	PM	EVENING
Mon			
Tues			
Wed			
Thurs			
Fri			
Sat			
Sun			

**Programs: (please tick areas of interest)**

<b>Residents e.g.</b>	<input type="checkbox"/>	Reading to the elderly
	<input type="checkbox"/>	Companionship
	<input type="checkbox"/>	Pampering – manicure, pedicure, massage
	<input type="checkbox"/>	Accompanying them for walks around the premises
	<input type="checkbox"/>	Assist with shopping
	<input type="checkbox"/>	Involvement with activities and games
	<input type="checkbox"/>	Collect various items needed to make or present an activity
<b>Fundraising e.g.</b>	<input type="checkbox"/>	General admin and office assistance
	<input type="checkbox"/>	Data capturing
	<input type="checkbox"/>	Basic fundraising activities e.g. fetes / street collections
<b>Charity Sale e.g.</b>	<input type="checkbox"/>	Sorting, packing, relief
<b>Garden</b>	<input type="checkbox"/>	Help start garden projects.
	<input type="checkbox"/>	Help maintain garden projects
<b>Special Projects</b>	<input type="checkbox"/>	As needed from time to time

**Note: HSFA will allocate volunteers into programs where there is a need for volunteers.**

**References:**

**Please give us two references, no family references allowed.** Both should know you well and for a minimum period of one year.

Name: ..... Relationship: .....

Phone Number: ..... E-mail: .....

How do you know this person, and for how long: .....

Name: ..... Relationship: .....

Phone Number: ..... E-mail: .....

How do you know this person, and for how long: .....

**Status:**

In education

Permanently employed

Temporarily employed

Unemployed

Retired


Stay at home

Out of work due to illness or disability

Other: Please specify:


**Data protection act:**

Your personal details will be treated as confidential.

Signature: ..... Date: .....

**PLEASE ENSURE THAT WHEN SUBMITTING YOUR APPLICATION THAT YOU HAVE THE FOLLOWING DOCUMENTS ATTACHED – INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED:**

- Copy of ID and / or driver’s license
- Volunteer Indemnity form
- Police clearance.

Please scan and e-mail documents to the Volunteer Co-ordinator: [volunteer@hsfa.org.za](mailto:volunteer@hsfa.org.za)

Documents may also be mailed: Vonke, PO Box 55, Somerset West 7129.

Office: Vonke, 121 Lourensford Road, Somerset West.

Phone: 021 852 5130

**APPLICATION PROCESS – VOLUNTEER PROGRAM (VP)**

- Contact the HSFA Volunteer Programme Co-ordinator via e-mail: [volunteer@hsfa.org.za](mailto:volunteer@hsfa.org.za)
- Attend an Information Session where you will receive information about our volunteer program
- Complete the Application Form and supply all the required documentation
- Receipt of the application will be acknowledged
- Your references will be checked and your application processed
- You will then be invited to attend an orientation session with the manager in the area where you will be volunteering.

PLEASE NOTE: a **VOLUNTEER** is a person who offers his / her time, to perform certain essential tasks **WITHOUT** payment and of his / her own free will.

**Office use:**

- Date received: .....
- Received by: .....
- Processed by: .....
- Date processed: .....
- Allocated to: .....
- Activity: .....
- Commencement date: .....
- Notes: .....



**VOLUNTEER INDEMNITY**

Name of Volunteer: .....

ID Number: .....

Physical Address: .....

Cell number: ..... Phone: .....

I, the undersigned volunteer, desire and agree to volunteer at the Helderberg Society for the Aged (HSFA) in the agreed upon volunteer activity / activities.

I further understand and agree as follows:

1. All information supplied by me is true and complete, to the best of my knowledge;
2. I will not disclose to any person or organisation any information relating to HSFA.
3. The **Protection of Personal Information Act (Act number 4 of 2013)**; no photographs and video are allowed to be taken and distributed of the elderly in our care without written authorisation from the resident.
4. I am donating my time and services without payment or any compensation.
5. The HSFA will not provide any insurance cover for a volunteer;
6. I know of no reason, medical or otherwise, that will prevent me from performing the tasks required to participate in the Volunteer Programme;
7. I hereby indemnify HSFA against any liability, loss or proceedings whatsoever, whether arising in common law or by statute, consequent to personal injuries or the death of any person whomsoever (including claims by my/or employees and their dependents) or consequent on loss of or damage to any moveable or immovable property arising out of or caused by or in connection with the execution my me /us of all or any work as envisaged in terms hereof.

I (and parent/legal guardian if volunteer is under age of 18 years) have carefully read this release and understand and agree with all of its terms and conditions.

Signature – Volunteer: .....Date: .....

Signature – Manager: ..... Date: .....

Signature – Guardian: ..... Date: .....