

The Open Door

CRISIS CARE CENTRE



Fund Raising Number NGO 005-920

7 Windsor Road, Pinetown 3610
KwaZulu-Natal, South Africa
P O Box 1605, Pinetown, 3600
Tel No. 031 7092679
Fax No. 031 7092468
thora@opendoor.org.za

VOLUNTEER APPLICATION FORM

CHARITY SHOP SHOPPING CENTRE PROMO LAY COUNSELLOR

INTERN ADMIN FUNDRAISING PROMOTIONS/EVENTS

OTHER: _____

Days & Times Available: _____

Name

Residential Address

Postal Address

.....Postal Code.....

Telephone Number (H).....(W).....

Mobile

E-mail

Fax

Next of Kin (Name)

Next of Kin (Contact No).....Relationship:.....

ID Number

Date of Birth

What skills do you have?

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Volunteer Application Form continued.....

Why do you want to volunteer?

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.....
.....

Do you have any criminal convictions?(If yes, attach details)

Signature:.....

Documents to be attached:

- 1. Copy of Identity Document
- 2. Annexure A: Indemnity Form
- 3. Annexure B: Terms & Conditions for Volunteers

Signed on this day theof.....

Signature

Idesignationhereby acknowledge receipt of this application and all attached documentation.

Signature

Date

VOLUNTEER INDEMNITY FORM

Ihereby acknowledge that:

- a) I am a voluntary worker of The Open Door Crisis Care Centre.
- b) I am expected to adhere to the same disciplinary code as full-time employees of The Open Door Crisis Care Centre.
- c) I am responsible for my own medical expenses in case of an injury sustained whilst fulfilling my voluntary duties at The Open Door Crisis Care Centre.

I further indemnify The Open Door Crisis Care Centre, its directors, office bearers, staff and benefactors against all claims of whatsoever nature by whomsoever which might arise in connection with any incident, accident, injury or any other cause whilst in the voluntary employ of The Open Door Crisis Care Centre.

Date:

Signed:

Signature of Witness 1:

Full Name of Witness 1:

Signature of Witness 2:

Full Name of Witness 2:

Terms & Conditions for Volunteers

Age Specifications

Volunteers are required to be 16 years old and above.

Under special circumstances children below the age of 16 years may volunteer on condition that they do so under parental / adult supervision.

Indemnity

All volunteers must sign an indemnity for as per Annexure A.

Criminal Conviction

Should the Director of The Open Door Crisis Care Centre, or her appointed representative discover that a volunteer failed to disclose a criminal conviction, such volunteer can be asked to submit an explanation in writing and the Director or her appointed representative shall make a decision as to whether it is in the best interests of the organization that such a volunteer continue his / her service or whether such service should be terminated. Any termination under this section shall be done in writing and placed on that volunteers file.

Dress Code

Volunteers, whilst performing duties for The Open Door Crisis Care Centre should be presentable and neat. Where volunteer T-Shirts have been provided, these should be worn.

Behavior

No volunteer may have contact with the media regarding any matter that The Open Door Crisis Care Centre is dealing with or involved in without the permission of the Director or her appointed representative.

Any volunteer who is found to be dishonest, commits any act of insubordination; committing a crime, or acts in any manner which is not in the best interests of the organization, shall at the discretion of the Director or her appointed representative, be dismissed as a volunteer of the Open Door Crisis Care Centre.

Volunteers are representatives of The Open Door Crisis Care Centre and shall at all times act in a professional manner, treating fellow volunteers; staff and members of the public with respect.

Acceptance

Once a volunteer has been accepted, he / she will be notified.

Ihereby accept these terms and conditions
in the best interest of The Open Door Crisis Care Centre.

.....
Signature

.....
Date