



Please supply  
a passport –  
sized photo  
for our  
records.

## Volunteer Application Form for Kenya Children's Home and Jonathan Gloag Academy

### Personal details

Name (in full): \_\_\_\_\_

Please indicate here which name you prefer to be called: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Number Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Birthplace: \_\_\_\_\_ Nationality: \_\_\_\_\_

Gender: Male Female Marital Status: \_\_\_\_\_

### Passport details :

Passport number \_\_\_\_\_

Date issued \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Expiry date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Place of issue \_\_\_\_\_ Country \_\_\_\_\_

**Please enclose a photocopy of your passport when returning this application form.**

**Please be aware that you must have a minimum of 6 months left on your passport after your planned date of return travel.**

### Person to contact in an emergency

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

**Education**

University / School attended \_\_\_\_\_

Qualifications gained \_\_\_\_\_

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**Other Qualifications**

Qualifications achieved \_\_\_\_\_

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**Please give a brief description of your current employment**

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**Please enclose a copy of your CV when returning this application.**

**Please give details of any previous relevant voluntary and/or work experience**

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## Duties and Activities in the Orphanage

Kenya Children's Home volunteer support includes many varied activities. Please indicate the following duties in order of preference from 1 to 12 (1 is favourite).

Reception & Office	Babies in Nursery	Toddlers in Creche
Kitchen	Kindergarten at school	Teaching assistant
Sports	Practical Music	Games
Art and Crafts	Swimming	Sewing & Knitting

Please list any other sports or hobbies which you could share with the children either after school, at weekends or during school holidays. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

As a volunteer you will be expected to turn your hand to anything and you will work according to a rota with the other volunteers. However, we will try and take your preferences into consideration whenever possible and utilise your strengths and skills.

**Compulsory duties include (1) helping out with homework supervision on a daily basis;  
(2) organising Saturday activities for the children;  
(3) helping with the 'Fellowship Group' on a Friday evening;  
(4) accompanying the children to Church every Sunday.**

## School subjects and activities

Volunteers may be asked to work as a classroom assistant. The Jonathan Gloag Academy offers the following examinable subjects and extra curricular activities. Please indicate your strongest subject as 1 and the weakest as 14.

English	Maths	Science
Geography	History	French
Computer Studies	Practical Music	Fine Art
Art and Crafts	Religious Education	Games
Swimming	Martial Arts	

Please list any other sports or hobbies which you could share with the children:

\_\_\_\_\_  
\_\_\_\_\_

Please list any languages which you can speak in addition to English:

\_\_\_\_\_

## General Health

Are you registered disabled? YES / NO

Would you describe yourself as in good health? YES / NO

If 'NO', please give details \_\_\_\_\_

\_\_\_\_\_

Are you taking any regular prescribed medication? YES / NO

If 'YES', please give details \_\_\_\_\_

\_\_\_\_\_

Do you suffer from any allergies? YES / NO

If 'YES', please give details \_\_\_\_\_

\_\_\_\_\_

**PLEASE CONTACT YOUR OWN GP FOR IMMUNISATION REQUIREMENTS**

## Background

**Since the position of volunteer worker involves working with children we need to ensure that potential candidates are suitable for the post.**

Do you have a current Disclosure? YES / NO

**If 'YES', please enclose a copy with your application (UK applicants only).**

Have you even been convicted of a crime or felony? YES / NO

If 'YES', please explain \_\_\_\_\_

\_\_\_\_\_

**If you are successful at interview and do not hold a Disclosure, then we will ask you to complete the necessary paperwork for us to obtain one.**

Is there a reason why we cannot run a background check on your history? YES / NO

If 'YES', please explain \_\_\_\_\_

\_\_\_\_\_

**I hereby give authorisation for background checks.**

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The Gloag Foundation & KCH are Christian organisations. For many Kenyans Christian Faith is a fundamental part of their culture & lifestyle, and we expect volunteers to support this e.g. as part of your volunteer duties you will be expected to accompany the Children when they attend church on a Sunday morning. Accordingly, we are interested to know your views. It would therefore be helpful if you would provide a statement of your beliefs (if any).

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### References

Please provide the name and address of two referees who can provide us with a current reference should we request one, this could be an employer, teacher, church minister.

#### **FIRST REFEREE**

Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Address \_\_\_\_\_

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#### **SECOND REFEREE**

Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Address \_\_\_\_\_

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**I hereby give authorisation for contacting the referees named above.**

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## DECLARATION

**I declare that, to the best of my knowledge and belief, all of the information that I have given in connection with this application is full and correct in every respect. I undertake to supply any additional information that may be required by Kenya Children's Home to verify the particulars given and also to inform Kenya Children's Home immediately of any alterations to these particulars.**

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The next step of the application process is an interview. If your application is successful you will be contacted by telephone and/or email to arrange a mutually acceptable date. Please indicate below if there are any times / dates which would be unsuitable:

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**If you are offered a position as a volunteer for Kenya Children's Home, please be aware that you will be expected to sign a Release of Liability and Indemnity and a copy of the Volunteer Policy and Procedures. You may also need to complete a Disclosure Form.**