

Volunteer Application Form

The volunteer position you are applying for upholds considerable responsibility. As a Make-A-Wish® volunteer, you are our ambassador and you may be entrusted with valuable assets and information of the organisation. As a condition of your potential service to the organisation as a volunteer, we will perform a background investigation. Inquiries into your legal history may be necessary and are being posed solely because of the potential for ensuring relationships with Wish Children and their families.

ALL INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL

★ Full Name as per IC/Passport: (Dr/Mr/Mrs/Ms)	★ Preferred Name:	★ Nationality:
★ NRIC No:	★ Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	★ Language(s) Spoken: Dialect(s) Spoken:
	★ Date of Birth:	
★ Home Address:		
★ Preferred Days for Volunteer Work: Weekdays <input type="checkbox"/> Weekends <input type="checkbox"/>	★ Home No. : ★ Mobile No. : ★ Email Address:	
	★ In case of emergency, whom should we contact? Name: Relationship: Contact No. :	

★ **EMPLOYMENT HISTORY**
 Employed Self Employed Housewife Retiree Others:

★ Please list below if applicable:

★ Company Name / Employer	★ Designation / Position	★ Address	★ Contact No.

★ **VOLUNTEER HISTORY: Please indicate if you have any Volunteering Experiences?** Yes No
 If yes, please list below, beginning with most recent experience

★ Organization Name & Address	★ Designation & Responsibilities	★ Volunteer Period

Have you ever been asked to relinquish a volunteer position? Yes No
 If yes, please include the name of the organization and explain.

Have you ever been charged with a criminal offense, violation, child neglect, child abuse or assault? Yes No
 If yes, please state charge and explain.

★ **PERSONAL REFERENCES: Please provide three non-family & not personal friends references:**

★ Name	★ Email Address	★ Contact Number	★ Relationship

<p>★ Areas of Interest (can tick more than one box): *Please rank from 1-5, 1 being most preferred</p> <p>1. Fundraising / Special Events <input type="checkbox"/></p> <p>2. Office Administration <input type="checkbox"/> • Mass Mailing, Form Processing, ,Data Entry, Filing, Clerical work etc.</p> <p>3. Photography, Videography <input type="checkbox"/></p> <p>4. Marketing Communications <input type="checkbox"/> • Editorial work for newsletter • Graphics Design • Writing</p> <p>5. Wish Granter <input type="checkbox"/> • Requires training and orientation sessions • A large amount of commitment needed • Close interaction with wish children and their families</p>	<p>★ How did you hear of Make-A-Wish®? Word-of-Mouth <input type="checkbox"/> Website <input type="checkbox"/> Past Events/Encounters <input type="checkbox"/> Others:</p> <hr/> <p>★ Why do you wish to volunteer for Make-A-Wish®?</p> <hr/> <p>★ Please describe your areas of expertise, hobbies, special skills, creative talents, technical expertise, etc. (could be in IT, music, fund-raising, writing, baking, handicrafts, golf etc):</p>
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If you would like to include additional information about yourself, please write on the back of this form.

I HAVE COMPLETED AND REVIEWED THIS ENTIRE FORM AND ATTEST THAT THE INFORMATION PROVIDED IS TRUE. ADDITIONALLY, I HEREBY AUTHORIZE Make-A-Wish® Malaysia TO SCHEDULE AND COMPLETE A PERSONAL BACKGROUND CHECK, INCLUDING A LEGAL HISTORY IF NECESSARY.

Full Name

Signature & Date

Please return completed application form to us by Email: info@makeawish.org.my (Please scan the completed + signed Form) or Mail to : Make-A-Wish® Malaysia, Unit7-02, Level 7, Menara MBMR, No 1 Jalan Syed Putra, 58000 Kuala Lumpur, Malaysia.