



St. Nicholas' Home, Penang
(serving Malaysians with visual impairment since 1926)

VOLUNTARY SERVICE APPLICATION

1. Personal Particulars

Name : _____

Gender : Male / Female

Address : _____

E-Mail : _____

Tel No. : _____ Handphone No. : _____

NRIC / Passport No. : _____
(Non-citizen only)

Age Group :

Under 18	18 - 25	26 - 40	41 - 59	Over 60

Status : Student / Under employment / Retiree / Others (pls specify)

Profession : _____

Skills or experience : _____
which may be _____
useful to us _____

2. Emergency Contact

1.	Name		2.	Name	
	Contact No.			Contact No.	
	Relationship			Relationship	

3. Availability

Short Term / Long Term (Pls delete)

	Mon	Tues	Wed	Thurs	Fri	Sat	Preferred time
Morning							
Afternoon							

Effective Date : _____

Expected Duration : _____

Volunteer preferred : _____
dept. _____

Volunteer Guidelines

St. Nicholas' Home (SNH) works with blind and visually impaired persons of all ages. In order to best serve the interests of our clients, SNH requests all volunteers to read and agree to the following regulations:

1. All new volunteers are required to complete a period of orientation at the beginning of a new assignment.
2. Respecting confidentiality is important. Volunteers will respect the privacy of all SNH clients and not reveal anything concerning a client's personal affairs that they may learn during their assignments, except as may be necessary to authorised SNH staff.
3. Please make a commitment to your assignment. If for some reason you are either unable to keep an appointment with a client or unable to honor an arrangement to work as part of a group, please inform your volunteer programme coordinator with as much notice as possible.
4. Please understand that this is a volunteer opportunity. If you feel uncomfortable with any aspect of an assignment, please contact your volunteer programme coordinator. You can be assigned another volunteer opportunity.
5. Some important notes:
 - a. Do not accept or lend money to any staff or resident
 - b. Do not administer medicine unless you are professionally qualified to do so
 - c. Do not lift heavy objects if you are not physically abled or suffering from spinal or back pain
 - d. Smoking, taking of drugs and drinking of alcohol are strictly prohibited
6. Your safety is important to us. Please let your volunteer programme coordinator know if you encounter any unsafe situations.
7. Volunteers are often given specific assignment. If you are asked to make changes or additions that were not discussed with you prior to beginning your assignment, or asked to do something you do not feel comfortable with please inform your volunteer programme coordinator or another member of staff.

I confirm I have read and understood the above guidelines, and agree to abide by them to the best of my ability.

Name (Please Print) : _____

Signature : _____

Date : _____

Thank you very much for your interest in volunteering with St. Nicholas Home, Penang.

The information you provided will be stored in confidence under the provisions of the Personal Data Protection Act. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.
