



HAND TO HAND FOUNDATION

418/39 Moo 10, Suksabai Villa 3
Nongprue, Banglamung, Pattaya, Chonburi 20150
Tel: 089 093 6067, 087 062 9304
www.handtohandpattaya.com | info@handtohandpattaya.com

LOCAL VOLUNTEER APPLICATION FORM

Volunteers must be able to communicate in English or Thai.

Thank you for your interest in volunteering with Hand to Hand Foundation. This form helps us understand your experience, availability and the areas in which you may be able to support our work. Submitting an application does not guarantee a volunteer placement.

1. Personal Information

Full name: _____

Preferred name: _____

Address: _____

Telephone: _____ Email: _____

Nationality: _____ Languages spoken: _____

2. Emergency Contact

Name: _____ Relationship: _____

Telephone: _____ Alternative contact: _____

3. Skills and Experience

Please mark all areas in which you have relevant skills or experience:

☐ Teaching / Education	☐ Childcare
☐ Medical / First Aid	☐ Administration / Secretarial
☐ Accounting / Bookkeeping	☐ Computers / IT
☐ Media / Photography / Video	☐ Social Media / Marketing
☐ Carpentry	☐ Electrical
☐ Mechanical	☐ Plumbing
☐ Music / Drama	☐ Fundraising / Events

Other skills / qualifications: _____

Interests / hobbies: _____

4. Motivation and Relevant Experience

Why would you like to volunteer with Hand to Hand Foundation?

Please briefly describe any previous experience working or volunteering with children, vulnerable people, charities, churches, schools or community organisations:

5. Availability

Please indicate the days and times you are normally available. Actual volunteer times will be agreed with Hand to Hand Foundation.

Day	Available?	Preferred time
Monday	☐ Yes ☐ No	
Tuesday	☐ Yes ☐ No	
Wednesday	☐ Yes ☐ No	
Thursday	☐ Yes ☐ No	
Friday	☐ Yes ☐ No	
Saturday	☐ Yes ☐ No	

How often would you like to volunteer? ☐ One-off ☐ Weekly ☐ Monthly ☐ Other: _____

Approximate length of commitment: _____

6. Safeguarding and Background Checks

Hand to Hand Foundation works with children and vulnerable people. All volunteers are required to provide a recent police background check before commencing volunteer duties. Applicants may also be required to provide identification and references as part of the Foundation's safeguarding process.

Recent police background check attached / provided: ☐ Yes ☐ Pending

Country of issue: _____ Date of check: _____

Is there anything relevant to the safety or welfare of children or vulnerable people that you believe Hand to Hand Foundation should know when considering your application? ☐ Yes ☐ No

If yes, please provide details separately or discuss confidentially with the designated Foundation representative.

7. Volunteer Expectations

If accepted as a volunteer, I understand that I will be expected to:

- Follow Hand to Hand Foundation's Child Safeguarding / Child Protection Policy and Code of Conduct.
- Respect confidentiality and the privacy of children, families, staff, donors and other volunteers.
- Follow staff instructions and remain within the duties and boundaries of my agreed volunteer role.
- Not photograph, film or publish information about children or Foundation activities unless authorised.
- Act respectfully and report any safeguarding concern or serious incident promptly through the Foundation's approved process.

- Inform the Foundation as soon as possible if I cannot attend an agreed volunteer shift or activity.

8. Applicant Declaration

I confirm that the information I have provided in this application is true and complete to the best of my knowledge. I understand that this is an application to volunteer and does not create an employment relationship or guarantee a placement. If accepted, I agree to complete any required orientation and sign the Foundation's Volunteer Agreement, safeguarding acknowledgement and other relevant policies before beginning duties where required.

Applicant name: _____

Signature: _____ Date: _____

For Foundation Use Only

Application received	_____
Interview / discussion completed	_____
ID checked	☐ Yes ☐ No ☐ N/A
Police/background check	☐ Received ☐ Pending
References	☐ Completed ☐ Pending ☐ N/A
Safeguarding induction	☐ Completed ☐ Pending
Volunteer Agreement signed	☐ Yes ☐ No
Approved volunteer role / area	_____
Supervisor	_____
Start date	_____

Thank you for offering your time and skills to support the children, families and communities served by Hand to Hand Foundation.