

Volunteer Application Form Kenya Children's Homes

Thank you for your interest in volunteering with us!
Please fill out the following form to the best of your abilities.



Personal Information:

First name: _____ Last: _____

Name you prefer to be called: _____

Date of Birth: _____ Nationality _____

Street Address: _____

City: _____ Country: _____

Post code: _____ Skype username: _____

Mobile number: _____ Email: _____

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

Name as it appears on passport: _____

Passport number: _____ Country of issue: _____

Passport expiration _____

*** Please attach a photocopy of your passport and a passport style photo when returning this application form.*

Emergency Contact Information:

Name: _____ Relationship: _____

Phone Number: _____ Email: _____

Address: _____

About you:

Please give details of any previous volunteer and/or relevant employment:

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



Please give details as to why you wish to volunteer at Kenya Children's Homes:

What dates are you available (must include from/to)? _____

What is the max duration of time would you like to volunteer for? _____

Give details of the skills and attributes you will bring to Kenya Children's Homes, if successful:

List any language you speak other than English: _____

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. It would therefore be helpful if you would provide a statement below of your beliefs (if any):

Duties and Activities

As a volunteer you will be expected to take part in a range of activities and you will work according to a rota alone or with the other volunteers. However, we will try and take your preferences into consideration whenever possible and utilise your strengths and skills.

Please read the following compulsory duties for volunteering at KCH:

- 1) **Helping out with homework supervision on a daily basis;**
- 2) **Organising and facilitating Saturday Club activities for the children;**
- 3) **Helping with the 'Fellowship group' on a Friday evening;**
- 4) **Accompanying the children to Church on a Sunday**

Medical Release Information:

Are you registered disabled? Yes _____ No _____

If yes, please provide details _____

Would you describe yourself as in good health? Yes _____ No _____

If no, please provide details _____

Are you taking regular medication? Yes _____ No _____

If yes, please provide details _____

Do you have any allergies? Yes _____ No _____

If yes, please provide details _____

Please contact your own GP for immunisation requirements and remember that some vaccinations require more than one dose over several months.

For up-to-date information on travel advice, vaccinations etc please visit the following website:
<https://www.gov.uk/foreign-travel-advice/kenya>

Code of conduct

Kenya Children's Homes is an establishment that prides itself on its integrity, stewardship and Christian values. The purpose of the COC is to ensure all volunteers, staff and children are kept safe at all times as well as to protect the positive reputation of the Home. All staff and volunteers are expected to abide by this COC. Violation of the Code of Conduct could result in termination of volunteer placement.

a) Actively be involved with all relevant group meetings, events and activities.

b) Photography at the Home is strictly forbidden unless approved in advanced by the CEO. Volunteers must not post content to any social media pages to protect the identities of the children and KCH staff without prior permission.

c) Plans can change at short notice, therefore volunteers must be flexible and be ready to adjust when this happens.

d) As a role model within a Christian home and organisation volunteers will refrain from any activity and/or behaviour that does not promote a healthy Christian life-style. For example this may include, but is not restricted to, excessive alcoholic intake, illegal drug use of any kind, smoking on KCH property and use of foul and/or inappropriate language. Volunteers will also not become involved in a romantic relationship with any KCH member, past or present.

e) Volunteers will respect that Kenyan culture may be different from their own and will treat everyone with the highest professional and ethical standards regardless of their age and status.

f) By embarking on a volunteer programme, volunteers give permission for KCH to take and publish their photos and/or videos. Volunteers should advise KCH staff if they do not wish their photos and/or videos to be published.

g) Volunteers will make themselves fully aware of the risks and hazards that could occur for example health, hygiene, disease. Whilst KCH will take the utmost care of all volunteers, personal safety cannot be guaranteed at all times while in Kenya. Volunteers must commit to taking every measure to minimise putting themselves at risk or in harm's way.

h) Volunteers are expected to follow the rules provided by KCH.

By submitting this form, you are agreeing to abide by the COC if your application is successful.

Faith

Kenya Children's Homes is a Christian organisation. Volunteers will be involved in activities that promote Christian beliefs and values. These activities may include listening to prayer sessions, (active participation is optional), attending mass and/or other church services and working and socialising with children, families and fellow volunteers who may have strong Christian roots. Regardless of volunteers own personal religious beliefs, they will always respect the Christian values of others at KCH.

Background

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

Do you have a current Disclosure/DBS form or background police check? Yes _____ No _____

If 'YES', please enclose a copy with your application.

Have you any unspent criminal convictions or bind-overs, or any cautions, warnings or reprimands? Yes _____ No _____

If yes, please provide details

If you are successful at the interview and do not hold a Disclosure/DBS form or current police check form, then we will ask you to obtain one.

Is there a reason why we cannot run a background check on your history? Yes _____ No _____

If yes, please provide details

I hereby give authorisation for background checks.

Signed _____ Date _____ / _____ / _____

Reference Information

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

First Reference

Name: _____

Relationship: _____

Phone: _____

Email (must be provided): _____

Second Reference

Name: _____

Relationship: _____

Phone: _____

Email (must be provided): _____

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 Homes to verify the particulars given and also to inform Kenya Children's Homes immediately of any alterations to these particulars.

Print name _____

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:

If you are offered a position as a volunteer for Kenya Children's Homes, 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 will also require a current Disclosure/DBS Form/police check form.

Mail or email your **completed application** to:

Kenya Children's Homes
Robertson House
1 Whitefriars Crescent
Perth
PH2 0PA
UK

E: info@kenyachildrenshomes.org.uk

If you have any questions please contact our UK office on
+44 (0)1738 633264

Registered Charity Number SC020037