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| KOTO Logo-4C-01.jpg | Volunteer Application Form |

Before applying to volunteer with KOTO we recommend you find out more about KOTO as an organization.

Please visit our website: www.koto.com.au

Please note that when you are applying as volunteer with KOTO, it is a ‘self-funded’ placement. You will be responsible for your own accommodation, meals, transportation and health insurance. KOTO is only committed to providing you with a meal per working day.

**Personal Information**

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| **Full Name** |  | **Date of Application** |  |
| **Nationality** |  | **Date of Birth** |  |
| **Gender** | [ ] Male [ ] Female | **Email** |  |
| **Details in Home Country** (if outside Vietnam) | **Details in Vietnam** (if Applicable) |
| Home address: | Contact address: |
|  |  |
|  |  |
| Telephone: | Telephone: |
| **List languages** that you have studied and your fluency level |  |
| **Qualification and license** |  |
| **Hobbies and interests** |  |
| **Travel experience** |  |
| **Date of your latest Police Record** |  |
| **Country of Issue** |  |
| **Emergency Contact Persons Name** |  |
| **Emergency Contacts Number** |  |
| **How did you find out about volunteering with KOTO?** |
| [ ]  Visiting our restaurant [ ]  On the internet [ ]  From a friend [ ]  Public Media[ ]  A volunteer referral agency. Please name: .[ ]  Other: . |
| **The expected volunteer commitment is a minimum of 3 months (short term placements will be considered).** **Please provide us with the details of your expected duration at KOTO.** |
| Anticipated start date |  | Anticipated finish date |  |
| Preferred days | [ ] MON [ ] TUE [ ] WED [ ] THU [ ] FRI [ ] SAT [ ] SUN |
| Preferred time of day | [ ] All day(8:30-16:30) [ ] Only the morning(8:30-12:00) [ ] Only the afternoon(13:00-16:30)[ ] Other:  |
| Total hours per week |  |

**Skills/Interests**

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| **Why do you want to volunteer with KOTO?** |
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| **Why do you feel that volunteering with KOTO is the right thing for you to do at this time in your life?** |
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| Now, at KOTO we are looking for volunteers about following. **Please select which opportunity you apply for:** |
| [ ] [ ] [ ] [ ]  Other＊ |

＊If you selected **"Other"** in the previous question, please also answer the next question.

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| At KOTO we have a wide range of functions from directly contributing to our core training program (teaching, counseling etc.), to assisting our general office team. **Please let us know where your skills lie and which volunteer positions interest you:** |
| Tutoring/Teaching:[ ] 　Hospitality Training: Kitchen[ ] 　Hospitality Training: Front of House[ ] 　ESL Tutor [ ] 　ESL Teacher[ ] 　Computer Instructor[ ] 　Life Skills Teacher[ ] 　First Aid Trainer[ ] 　Counsellor[ ] 　Teacher in other skills: [ ] 　Other:  | Others:[ ] 　Restaurant/Catering[ ] 　Office or HR Administration[ ] 　Graphic Design[ ] 　Marketing [ ] 　Fund Raising & Public Relations[ ] 　Grant Writing[ ] 　Interpreting[ ] 　Translating[ ] 　Other:  |

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| **Please describe your professional skills which you can leverage in order to contribute to KOTO.** |
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**Work Experience**

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| **Please provide details of current employment.** |
| Name of organization: |
| Length of employment: |
| Position: |
| Summary of duties: |
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| Experience/achievement: |
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| **Please provide details of past employment** *(include your CV if you wish to detail more than 2 positions)* |
| ***Position1*** |
| Name of organization: |
| Length of employment: |
| Position: |
| Summary of duties: |
|  |
| Experience/achievement: |
|  |
| ***Position2*** |
| Name of organization: |
| Length of employment: |
| Position: |
| Summary of duties: |
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| Experience/achievement: |
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**Volunteer Experience**

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| **Please provide details of any volunteer experience (if you have)** |
| Name of organization: |
| Length of placement: |
| Volunteer tasks: |
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| Experience/achievement: |
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| **Please provide details of any other experiences besides your business career (if you have)** |
| Name of organization: |
| Length of placement: |
| Experience/achievement: |
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**Education**

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| **Please provide details of your educational background** |
| School name: |
| Year of graduate: |
| Major: |
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| **Please provide two references, excluding relations or friends and including at least one employment-related reference, whom we can contact to verify your application.** |
| Name: | Name: |
| Relationship to you (employer, colleague, etc.): | Relationship to you (employer, colleague, etc.): |
|  |  |
| Email: | Email: |
| Telephone: | Telephone: |

Thank you for your volunteer application. A member of our organizationwill contact you soon!

If you have any questions about volunteering with KOTO, please email volunteers@koto.com.au