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

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. The normal minimum time commitment for volunteering is 3 months.

**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 | | |  | | | | |
| **Qualifications** | | |  | | | | |
| **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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| 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 the professional skills you have which could be leveraged in order to contribute to KOTO.** |
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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.): |
|  |  |
| Organisation: | Organisation: |
| Email: | Email: |
| Telephone: | Telephone: |

**Work Experience**

(*A CV can be provided separately instead of completing this section)*

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| **Please provide details of current employment.** |
| Name of organisation: |
| Length of employment: |
| Position: |
| Summary of duties: |
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| Experience/achievement: |
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| **Please provide details of past employment** |
| ***Position1*** |
| Name of organisation: |
| Length of employment: |
| Position: |
| Summary of duties: |
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| Experience/achievement: |
|  |
| ***Position2*** |
| Name of organisation: |
| 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 any) |
| Name of organisation: |
| Length of placement: |
| Volunteer tasks: |
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| Experience/achievement: |
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**Education**

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| **Please provide details of your educational background** |
| School name: |
| Year of graduation: |
| Field of study: |
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For more information about KOTO as an organisation please visit our website: [www.koto.com.au](http://www.koto.com.au). If you have any questions about volunteering with KOTO that you wish to be answered directly, please email [volunteers@koto.com.au](mailto:volunteers@koto.com.au).

***Thank you for your volunteer application. A member of our organisation will contact you soon.***