|  |  |
| --- | --- |
| 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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**

|  |
| --- |
| **Why do you want to volunteer with KOTO?** |
|  |
| **Why do you feel that volunteering with KOTO is the right thing for you to do at this time in your life?** |
|  |

|  |
| --- |
| 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:  |

|  |
| --- |
| **Please describe the professional skills you have which could be leveraged in order to contribute to KOTO.** |
|  |

|  |
| --- |
| **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)*

|  |
| --- |
| **Please provide details of current employment.** |
| Name of organisation: |
| Length of employment: |
| Position: |
| Summary of duties: |
|  |
| Experience/achievement: |
|  |

|  |
| --- |
| **Please provide details of past employment**  |
| ***Position1*** |
| Name of organisation: |
| Length of employment: |
| Position: |
| Summary of duties: |
|  |
| Experience/achievement: |
|  |
| ***Position2*** |
| Name of organisation: |
| Length of employment: |
| Position: |
| Summary of duties: |
|  |
| Experience/achievement: |
|  |

**Volunteer Experience**

|  |
| --- |
| **Please provide details of any volunteer experience** (if you have any) |
| Name of organisation: |
| Length of placement: |
| Volunteer tasks: |
|  |
| Experience/achievement: |
|  |

**Education**

|  |
| --- |
| **Please provide details of your educational background** |
| School name: |
| Year of graduation: |
| Field of study: |
|  |

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.

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