

## GRACE ORCHARD SCHOOL VOLUNTEER APPLICATION FORM

| <b>Let Us Know About You</b>   |                                    |   |  |
|--|------------------------------------|---|--|
| <b>Full Name</b> (according to NRIC):<br>*Dr / Mr / Mdm / Mrs / Ms   |                                    |   |  |
| <b>Partial NRIC Number</b> (e.g. XXXXX567A):<br><br>Pink / Blue*   |                                    | <b>Nationality:</b>   |  |
| <b>Gender:</b><br><input type="checkbox"/> Male <input type="checkbox"/> Female  | <b>Date of Birth</b> (dd/mm/yyyy): | <b>Marital Status:</b><br><input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed |  |
| <b>Contact Number:</b>   |                                    | <b>Email Address:</b>   |  |
| <b>Residential Address:</b>  |                                    |   |  |
| <b>In case of emergency, please contact:</b><br><br>Name: _____ Relationship: _____ Contact No.: _____   |                                    |   |  |
| <b>Highest Educational Level Attained:</b><br><input type="checkbox"/> Primary/Secondary <input type="checkbox"/> GCE 'N'/'O'/'A' Level <input type="checkbox"/> ITE <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Master's Degree |                                    |   |  |
| <b>Current Status:</b><br><input type="checkbox"/> Employed <input type="checkbox"/> Student <input type="checkbox"/> Homemaker <input type="checkbox"/> Retired <input type="checkbox"/> Self Employed <input type="checkbox"/> Unemployed                                    |                                    |   |  |
| <b>Current Occupation/Course of Study:</b>   |                                    | <b>Name of Employer/Institute:</b>  |  |
| <b>How did you hear about us?</b><br><input type="checkbox"/> GOS Social Media Platforms <input type="checkbox"/> GOS Website <input type="checkbox"/> GOS Staff: _____<br><input type="checkbox"/> Others: _____  |                                    |   |  |
| <b>Personal Reference:</b><br>Please fill in the particulars of a person who has known you for at least five years (excluding family members and relatives)<br><br>Name: _____ Contact No: _____<br><br>Relationship: _____ Years Known: _____                                 |                                    |   |  |
| <b>Let Us Know About Your Commitment</b>   |                                    |   |  |
| <b>Preferred type of volunteer:</b><br><input type="checkbox"/> Service-based ( <i>i.e. supporting students' program</i> )<br><input type="checkbox"/> Event-based ( <i>i.e. ad-hoc; supporting in school events/activities</i> )  |                                    |   |  |
| <b>Frequency of commitment:</b> <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Ad-hoc/Project basis   |                                    |   |  |

Please indicate your availability in the box below.

| Time   Day | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|--------|---------|-----------|----------|--------|
| Morning    |        |         |           |          |        |
| Afternoon  |        |         |           |          |        |

**Length of commitment:**

6 Months  1 Year  Others: \_\_\_\_\_

**Period of commencement :**

(i.e. start date or month)

### Declaration

- |    |   |  |
|----|---|--|
| 1. | Do you have any health conditions or restrictions that might affect the volunteer work? If yes, please specify: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | Have you ever been charged or convicted in a court of law in any country?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | Have you ever been involved in a juvenile court case as an adult or a child?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | Are you related to any student/employee of Grace Orchard School? If yes, please provide his/her name: _____           | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### Statement of Personal Data Protection

- Grace Orchard School ("School") aims to comply with the requirements of the Personal Data Protection Act (2020) ("PDPA").
- The School may collect, use and disclose personal data for the following purposes:
  - To carry out the School's obligations and administer this registration.
  - To fulfil the registration approval as well as for all matters relating to the participation as a volunteer with the School.

### Acknowledgement

- I hereby declare that the information provided in this form is accurate, true and complete.
- I give consent to Grace Orchard School for the collection, use, disclosure and processing of my personal data in this form for the purpose stated therein.
- I do not conduct/solicit any communications with a profit in view with Grace Orchard School employees/students within or outside its premises.
- I will not hold the School, its agents, employees or students liable for any personal injury or loss of personal belongings during the course of my volunteer involvement. I further understand that I am not covered by the School's insurance scheme in the event of any personal injury or loss of personal belongings.
- I will bear the cost of my transport, meals and entrance fees (where applicable) incurred during the course of my volunteer involvement and understand that I am not entitled to any reimbursement.
- I choose to participate in Grace Orchard School's program as a volunteer and understand that my services are donated to the School without compensation, allowance or future employment, and given for humanitarian or charitable reasons.
- I understand and accept that Grace Orchard School reserves the right to terminate my volunteer assignment immediately if it is found that I have provided false declaration and/or information.
- By signing below, I hereby certify that I have read and understood all of the clauses above and that I agree to all of them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date