



**JANHIT  
FOUNDATION**

# **VOLUNTEER APPLICATION FORM**

180/7, Shastri Nagar, Meerut – 250002 (UP) |

Thank you for your interest in volunteering for the Janhit Foundation and interest in the work which we are doing!

Please help us to determine how to make the best use your skills as a volunteer by filling out the questions below (**You may also attach your resume**):

### 1. GENERAL INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home #: (\_\_\_\_) \_\_\_\_\_ Business #: \_\_\_\_\_ ext. \_\_\_\_\_

Cell#: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

What is your preferred method of communication?

Mail                       Phone                       Fax                       E-mail

How did you find out about the Janhit Foundation?

Word-of-mouth                       Friend  
 Work place                       Internet  
 Media (eg. television, newspaper)                       Other

What best describes your current situation?

Employed                       Retired                       Seeking work                       Student                       Other

Please describe some of your reasons for wanting to volunteer with the Janhit Foundation:

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Do you have access to a computer and the internet?  Yes  No

Do you speak any languages in addition to English? If yes, which one(s)?

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**Please indicate the type of work you have experience with:**

- Accounting/ bookkeeping and financial administration
- Administration / Reception
- Auditing
- Clerical – data entry
- Community mobilization
- Computer programming
- Database (Access, etc)
- Editing and/or Publishing
- Facilitation
- Filmmaking
- Grant and proposal writing
- Graphic design
- Human resources
- Journalism / media / communications
- Logistics and event organizing
- Marketing / Public Relations
- Narrative writing
- Networking and partnership-building
- Office management
- Photography
- Program management (planning, implementation, monitoring and evaluation)
- Project management
- Recruitment and training
- Report writing
- Volunteer coordination / management
- Web design and maintenance

**Please select your level of skill or experience in the following areas:**

None=Have no experience

Basic=Have less than 6 months experience

Intermediate=Have at least 6 months experience

Advanced=Have at least one year experience

	None	Basic	Intermediate	Advanced
Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office Software (MS Office):				
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corel Draw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: (please specify):	_____			

**Work / volunteer experience with the following: (Check any that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> NGO                              | <input type="checkbox"/> UN agency                |
| <input type="checkbox"/> Government agency                | <input type="checkbox"/> Donor Groups             |
| <input type="checkbox"/> Working with marginalized groups | <input type="checkbox"/> Overseas work experience |

**If yes, please describe:**

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**2. AVAILABILITY**

**Our volunteer opportunities consist of various duties and many during regular office hours.**

**There are a number of other ways, however, to support the Foundation. Feel free to let us know the ways in which you can engage yourself with the organization!**

**Please tell us about your availability:**

Daily Hours: (dd/mm/yy) \_\_\_\_\_

Hours per week: \_\_\_\_\_

Specific Days in a Week: \_\_\_\_\_

**Is there anything else that you would like to tell us about your skills / experience / interests?**

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### 3. REFERENCES

If available, please provide us two references.

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

### 4. CONSENT

I hereby authorize the Janhit Foundation to obtain references from the above individuals in connection with my application for a volunteer position.

I hereby certify that all information included in this application form is true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your interest in helping Janhit Foundation!**