



VOLUNTEER APPLICATION FORM

Form No. DASK/HR/VOL/F01

Please complete all sections. This form may be filled electronically and emailed, or printed and completed by hand in block letters. Submit the completed form together with your CV, a short cover letter and copies of relevant certificates to **hr@dask-kenya.org**, copied to **daskorg9@gmail.com**. Fields marked * are required. If you need this form in an alternative format, contact us and we will provide it.

A POSITION APPLIED FOR

Tick the position you are applying for (tick one):

☐ Volunteer Administrator (DASK/VOL/01)☐ Network Coordinator (DASK/VOL/02)☐ Website & Media Lead (DASK/VOL/03)☐ Finance Assistant (DASK/VOL/04)

SECOND CHOICE OF POSITION (OPTIONAL)

HOW DID YOU HEAR ABOUT THIS OPPORTUNITY?

B PERSONAL DETAILS

FULL NAME (AS PER ID) *

NATIONAL ID / PASSPORT NO. *

DATE OF BIRTH (DD/MM/YYYY)

GENDER

NATIONALITY

COUNTY OF RESIDENCE *

MOBILE TELEPHONE *

ALTERNATIVE TELEPHONE

EMAIL ADDRESS *

PHYSICAL ADDRESS / TOWN

POSTAL ADDRESS

C ACCESSIBILITY AND INCLUSION

DASK is a disability-led organisation. This information is used only to arrange reasonable accommodation and to monitor inclusion. It is treated confidentially and does not disadvantage any applicant.

DO YOU IDENTIFY AS A PERSON WITH A DISABILITY?

☐ Yes☐ No☐ Prefer not to say

NCPWD REGISTRATION NO. (IF APPLICABLE)

NATURE OF DISABILITY (OPTIONAL)

REASONABLE ACCOMMODATION OR SUPPORT YOU MAY REQUIRE DURING RECRUITMENT OR THE PLACEMENT

D EDUCATION AND PROFESSIONAL TRAINING

INSTITUTION	QUALIFICATION / COURSE	FROM	TO	GRADE / AWARD



DISABILITY ADVOCACY AND SERVICES KENYA

Empowering for Sustainability

Volunteer Application Form – continued

E RELEVANT WORK, VOLUNTEER OR COMMUNITY EXPERIENCE

ORGANISATION	POSITION HELD	FROM	TO	KEY DUTIES / ACHIEVEMENTS

F SKILLS AND COMPETENCIES

Tick all that apply:

- | | | |
|--|--|--|
| ☐ Administration & record keeping | ☐ Bookkeeping / QuickBooks | ☐ Report & proposal writing |
| ☐ Website management | ☐ Social media & content creation | ☐ Photography / videography |
| ☐ Community mobilisation | ☐ Monitoring & evaluation | ☐ Kenyan Sign Language |
| ☐ Training & facilitation | ☐ Data entry & MS Office | ☐ Project coordination |

LANGUAGES SPOKEN

OTHER RELEVANT SKILLS OR CERTIFICATIONS

G AVAILABILITY

EARLIEST START DATE *

DAYS PER WEEK

HOURS PER DAY

PERIOD OF COMMITMENT

PREFERRED MODE OF ENGAGEMENT

☐ Office based

☐ Field based

☐ Remote

☐ Any of the above

H MOTIVATION AND SUITABILITY

WHY DO YOU WANT TO VOLUNTEER WITH DASK, AND WHAT WILL YOU BRING TO THE POSITION? (MAXIMUM 250 WORDS)



DISABILITY ADVOCACY AND SERVICES KENYA

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I REFEREES

Provide two referees who are not relatives. At least one should be a professional or academic referee.

Referee 1

FULL NAME *

POSITION / OCCUPATION

ORGANISATION

TELEPHONE *

EMAIL ADDRESS

RELATIONSHIP TO APPLICANT

Referee 2

FULL NAME *

POSITION / OCCUPATION

ORGANISATION

TELEPHONE *

EMAIL ADDRESS

RELATIONSHIP TO APPLICANT

J DECLARATION

I declare that the information given in this form is true, complete and accurate to the best of my knowledge. I understand that this is an application for a **voluntary, unpaid placement** and does not constitute an offer of employment. I agree to abide by the DASK Volunteer Agreement, Code of Conduct and Confidentiality Undertaking, and I consent to DASK processing the personal data in this form for recruitment purposes in line with the Data Protection Act, 2019. I consent to the referees named above being contacted.

SIGNATURE OF APPLICANT *

DATE (DD/MM/YYYY) *

K CHECKLIST OF ATTACHMENTS

Tick to confirm that the following documents are attached to your application:

- | | |
|--|---|
| ☐ Completed application form | ☐ Curriculum vitae (CV) |
| ☐ Cover letter | ☐ Copies of academic / professional certificates |
| ☐ Copy of National ID or passport | ☐ Copy of NCPWD card (if applicable) |

FOR OFFICIAL USE ONLY

Date received: Reference no.: Shortlisted: Yes / No

Reviewed by: Signature: Date: