



HOPE HOME CALCUTTA

51/6, Srijani

Opposite Thakurpukur Cancer Hospital

P.O. Joka, Calcutta 700104, INDIA

hopehomecal@gmail.com

Dear Potential Volunteer:

Your interest in exploring volunteer opportunities at **Hope Home Calcutta** is greatly appreciated! We believe this is a partnership to help serve the community in which we live in, particularly children, irrespective of caste, creed and religion. There are many areas of activities here at **Hope Home Calcutta** where you can meaningfully invest your time and talents.

We are committed to the **Vision, Mission and Objectives** of the **Hope Home Calcutta**. Please read these statements carefully. This volunteer application process will assist us in evaluating your correct role in the different projects of the **Hope Home Calcutta**.

Enclosed you will find a **Volunteer Application and Reference Forms**. Please take a few minutes to complete the volunteer application form and return it to us at the earliest possible convenience. Your references may mail their forms to our office at the address listed above, as we need to have your application and references on file before the initial interview.

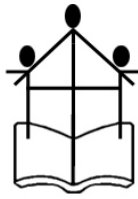
We are thankful for your interest and willingness to utilise your time and talents to make a difference in the lives of individuals who were otherwise deprived, and transform their lives for nation-building activities.

May God bless you and your family as you prepare to come and serve at the **Hope Home Calcutta**. If you have any questions, please do not hesitate to give us a call or write to us. We joyfully anticipate your partnership in this life-changing endeavour!

Thank you,

Sincerely yours,

Dev Sarkar
President and Chief Functionary
Hope Home Calcutta



HOPE HOME CALCUTTA

As Volunteers at **Hope Home Calcutta**, you are important to the care-giving activities in our city, Calcutta. To protect and uphold the integrity of our mission, to all our stakeholders and constituents, other volunteers, staff and the community in which we live and work, it is required that each volunteer will observe and act in the following manner (a more detailed and comprehensive 'Guidebook' will be given to all applicants who are accepted as volunteers upon arrival):

Regarding Hope Home Calcutta Stakeholders:

Hope Home Calcutta Volunteers must not establish any contact with any of our constituents, particularly children, staff and other volunteers outside of **Hope Home Calcutta** to include, but not limited to: phone calls, emails, postal mail, fax or personal visits without the express permission of the Administrator or any other person likewise authorised.

Regarding Behaviour With Other Hope Home Calcutta Volunteers:

Respect: We acknowledge that we are all created differently – some of us are fast or slow – technical or creative – but we all care about what we do here.

Consideration: If you see someone who needs a hand, don't be afraid to ask if they would like some help. Take the initiative to provide a helping hand!

Kindness: Be kind to one another. Do for others as you would have them do to you. Our greatest strength is to encourage and support one another.

Dress Code:

We require that you dress comfortably, yet modestly

Confidentiality of Stakeholder Information:

All **Hope Home Calcutta** Volunteers may not make reference to any personal information shared by any of the primary stakeholders - including but not limited to children, staff, other volunteers, individual and corporate sponsors, visitors and guests - to any persons other than staff or other volunteers at **Hope Home Calcutta**.

Volunteers violating Hope Home Calcutta behaviour policy could be subject to dismissal. Please sign and date when you have fully read and understood the Volunteer Behaviour Policy above.

(Name) _____ (Date) _____



HOPE HOME CALCUTTA

51/6, Srijani

Opposite Thakurpukur Cancer Hospital

P.O. Joka, Calcutta 700104, INDIA

hopehomecal@gmail.com

VOLUNTEER APPLICATION FORM (please print)

Name: _____

Spouse's Name: _____

Email Address: _____

Street Address _____

City: _____ State: _____ Pin/Post/Zip: _____

Home Phone _____ Work Phone _____ Cell Phone _____

Educational Qualifications: _____

Present Place of Employment: _____

Address: _____

Birth Date: _____ (day) _____ (month) _____ (year)

Emergency Contact Number: _____ Relation _____

Please describe your past/ current involvement in your Church: (for Christians only)

Please list specific talents, skills, experiences and education:

What do you enjoy doing?

In what areas of operations/activities at Hope Home Calcutta are you currently interested?

How many hours per day /days in a week /weeks can you volunteer? _____

References: Please send the enclosed reference forms to the two references (could be an additional reference if necessary) requested and ask that the forms be mailed/e-mailed to Hope Home Calcutta at the earliest (address listed above).

Have you ever been convicted of a criminal act? (Yes) _____ (No) _____

If yes, when? (Month, Year) _____

If yes, in what city/State were you convicted? _____

If you were convicted of a criminal act, what was the charge? _____

Have you ever been convicted of an offence? (Yes) _____ (No) _____

If yes, when? (Month, Year) _____

If yes, in what city/State were you convicted? _____

If you were convicted of an offence, what was the charge? _____

Have you ever been tried for or convicted of a crime against a minor? (Yes) _____

(No) _____

If yes, when? (Month, Year) _____

If yes, in what city/State were you convicted? _____

If you were convicted of a crime against a minor, what was the charge? _____

I, (Please print your full name) _____

understand that any information that is found to be false or misleading will result in my dismissal as a volunteer at Hope Home **Calcutta**. I give my permission to **Hope Home Calcutta** to contact my personal references in relation to my application to be a volunteer.

(Please sign) _____ (Date) _____

Please enclose the following:

1. 2 photographs (passport sized)
2. Photocopy of passport and visa (NOT applicable for Indian citizens)
3. Any other relevant documents
4. Indian volunteers must submit photocopy of any of the following photo ID – Aadhar Card, Driver’s License, Passport or Voter/Election Card



HOPE HOME CALCUTTA VOLUNTEER REFERENCE FORM

EMPLOYER REFERENCE

Reference for: _____

Your title: _____

Your Name: _____

How long have you known the applicant: _____

Your Phone: _____ (Work) _____ (Mobile)

The person above has applied to become a volunteer for **Hope Home Calcutta**. A volunteer often has direct contact with our stakeholders, particularly children/minors. The applicant has been asked to supply **Hope Home Calcutta** with references and your assistance would be greatly appreciated.

Some of the qualities sought in a volunteer at **Hope Home Calcutta** are:

1. Dependability, responsibility and willingness to give themselves within appropriate limits.
2. Compliance with **Hope Home Calcutta** policies and procedures along with the ability to take direction and constructive feedback from those in leadership.

Please mail your reference form to:

Administrator
HOPE HOME CALCUTTA
51/6, Srijani
Opp. Thakurpukur Cancer Hospital
P.O. Joka
Kolkata 700 104
India

Tel: 91-33-9038041083/ 24383193 Email: hopehomecal@gmail.com



HOPE HOME CALCUTTA VOLUNTEER REFERENCE FORM

PERSONAL REFERENCE

Reference for: _____

Relationship to Applicant: _____

Your Name: _____

How long have you known the applicant: _____

Your Phone: _____ (Work) _____ (Mobile)

The person above has applied to become a volunteer for **Hope Home Calcutta**. A volunteer often has direct contact with our stakeholders, particularly children/minors. The applicant has been asked to supply **Hope Home Calcutta** with references and your assistance would be greatly appreciated.

Some of the qualities sought in a volunteer at **Hope Home Calcutta** are:

1. A genuine passion for our major stakeholders: children irrespective of caste, creed or religion and the ability to communicate with them with love and care.
2. Dependability, responsibility and willingness to give of themselves within appropriate limits.
3. Compliance with **Hope Home Calcutta** policies and procedures along with the ability to take direction and constructive feedback from those in leadership.

Please mail your reference form to:

Administrator

HOPE HOME CALCUTTA

51/6, Srijani

Opp. Thakurpukur Cancer Hospital

P.O. Joka

Kolkata 700 104

India

Tel: 91-33-9038041083/ 24383193 Email: hopehomecal@gmail.com



HOPE HOME CALCUTTA
VOLUNTEER REFERENCE FORM

CHURCH LEADERSHIP REFERENCE

** Only for Christian Volunteers*

Reference for: _____

Name of Church _____

Your Name: _____

Your Church Leadership Position: _____

How long have you known the applicant: _____

Your Phone: _____ (Work) _____ (Mobile)

Some of the qualities sought in a volunteer at **Hope Home Calcutta** are:

1. A genuine commitment to Jesus Christ as Lord and Saviour.
2. Dependability, responsibility and willingness to give of themselves within appropriate limits.
3. Submission to **Hope Home Calcutta** policies and procedures along with ability to take direction and constructive feedback from those in leadership.
4. Steadfastness, faithfulness, and possession of a sincere confidence in the Word of God with an ability to communicate its truth clearly and simply, specially to children.

Please mail your reference form to:

Administrator

HOPE HOME CALCUTTA

51/6, Srijani

Opp. Thakurpukur Cancer Hospital

P.O. Joka

Kolkata 700 104

India

Tel: 91-33-9038041083/ 24383193 Email: hopehomecal@gmail.com

Please answer the following questions listed and write a short paragraph describing the applicant in relation to the qualities of a volunteer as stated above.

Please rate the candidate regarding the following:

(Key:5 =Excellent, 4 = Good, 3 = Satisfactory, 2 = Fair, 1 = Poor, N/O = Not Observed)

- _____ Dependability
- _____ Self-discipline
- _____ Punctuality
- _____ Organisational Skills
- _____ Communication Skills
- _____ Public Speaking Ability
- _____ Cooperation Within Team Environment
- _____ Respects Authority
- _____ Initiative
- _____ Compassion/ Mercy

Please write your comments below. Your feedback is extremely valuable and will be kept confidential. Please return this as soon as possible. Thank you for your participation and assistance.

Your signature _____

Today's Date: _____