

TECH4FUTURE-GLOBAL

Volunteer Application Form

International NGO Standard

For global, regional, country office, remote, field, event, and project-based volunteer assignments

Application reference	For office use
Duty station or country	
Volunteer role applied for	
Applicant full legal name	
Date received	YYYY / MM / DD

Purpose and use

This form collects information needed to assess suitability, arrange a safe and appropriate volunteer assignment, meet safeguarding and compliance duties, and maintain an accountable volunteer record. Complete all applicable fields. If a question does not apply, write N/A. Providing false, misleading, or materially incomplete information may result in withdrawal of an offer or ending an assignment.

Important notice This independently developed form reflects widely used international NGO good practices. It is not a United Nations form, does not create UN status or endorsement, and must be reviewed against the law of the duty station before use.

Accessibility and reasonable accommodation Applicants may request an accessible format or reasonable accommodation for the application, selection, onboarding, or assignment process. Requests will be considered confidentially and in accordance with applicable law.

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1 Assignment Information

Position title	
Program or project	
Country and duty station	
Preferred start and end dates	
Availability	☐ Full time ☐ Part time ☐ Occasional ☐ Event based ☐ Remote ☐ Hybrid
Hours available per week	
Preferred days and times	
Can you travel if required	☐ Yes ☐ No ☐ With limitations Explain: _____
How did you learn about us	

2 Personal Information

Full legal name	
Preferred name	
Pronouns optional	
Date of birth	Only when legally necessary for eligibility or safeguarding
Nationality optional	
Current country of residence	
Home address	
City state province postal code	

Primary phone and country code	
Email address	
Preferred contact method	☐ Email ☐ Phone ☐ Messaging app
Languages	List language and proficiency level

3 Emergency Contact

Full name	
Relationship	
Phone and country code	
Email	
Country and address	

4 Volunteer Interests and Motivation

Select all areas of interest and explain how your experience supports your choices.

☐ Information technology and telecom	☐ Cybersecurity and digital safety
☐ Education and youth development	☐ Women and girls in technology
☐ Disability inclusion and accessibility	☐ Program and project management
☐ Research monitoring and evaluation	☐ Fundraising and donor relations
☐ Communications media and design	☐ Administration and operations
☐ Finance and bookkeeping	☐ Community outreach and events
☐ Health or humanitarian support	☐ Agriculture or livelihoods
☐ Board or advisory service	☐ Other: _____

Why do you want to volunteer with Tech4Future-Global? *Include the contribution you hope to make.*

Relevant skills and experience *Include technical, professional, community, lived, or volunteer experience.*

Learning goals or professional interests

5 Education Training and Qualifications

Institution or provider	Qualification or course	Field	Year

Professional licenses certifications or specialized training *Include expiry dates where relevant.*

6 Employment and Volunteer History

Organization and country	Role and main duties	Dates	Supervisor contact

7 Skills and Digital Readiness

☐ Microsoft 365 or Google Workspace	☐ Data entry and records management
☐ Remote collaboration tools	☐ Graphic design or video editing
☐ Website or application development	☐ Networking systems or cloud
☐ Cybersecurity or data protection	☐ Accounting or financial systems
☐ Monitoring evaluation and reporting	☐ Facilitation training or mentoring
☐ Social media and communications	☐ First aid or emergency response

Equipment and connectivity available for remote work *Do not include passwords, device serial numbers, or other security credentials.*

Other relevant skills

8 Safeguarding Eligibility and Risk Screening

Answer only what is lawful and relevant in the country of assignment. A yes answer does not automatically disqualify an applicant; it will be assessed fairly, confidentially, and in context.

Are you legally eligible to volunteer in the proposed duty station?	☐ Yes ☐ No ☐ Unsure
Are you at least the minimum age required for this role?	☐ Yes ☐ No
Have you ever been dismissed, suspended, disciplined, or asked to leave a role for conduct involving harm, exploitation, abuse, harassment, discrimination, fraud, or serious breach of trust?	☐ Yes ☐ No
Are you currently subject to an investigation, restriction, or professional sanction relevant to the safety or integrity of this assignment?	☐ Yes ☐ No
Have you been convicted of an offense that is legally reportable and relevant to this role? Do not disclose sealed, expunged, or otherwise protected records.	☐ Yes ☐ No ☐ Prefer to discuss confidentially

Do you have any actual, potential, or perceived conflict of interest involving Tech4Future-Global, its personnel, beneficiaries, donors, vendors, or partners?	☐ Yes ☐ No
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If you answered Yes or Unsure, provide relevant details or request a confidential discussion

Child and vulnerable adult contact Roles involving children or adults at risk may require identity verification, references, criminal-background or barred-list checks, safeguarding training, supervision, and additional consent, where lawful. No volunteer may begin regulated or unsupervised contact until required clearance is confirmed.

9 Health Safety and Accommodation

Do not disclose a diagnosis unless you choose to do so. Share only information needed to support safety, accommodation, or emergency planning.

Can you perform essential role duties	☐ Yes ☐ Yes with reasonable accommodation ☐ Unsure
Accommodation requested	☐ No ☐ Yes Preferred confidential contact method: _____
Safety restrictions or needs	Optional and role related only
Emergency medical information	Optional; provide only information needed during the assignment

10 References

Provide two adults who know your work, studies, or community service. Do not list close relatives unless specifically permitted by the recruiting office.

Reference 1

Full name	
Organization and position	
Relationship to applicant	
Email	
Phone and country code	
How long known	
May we contact now	☐ Yes ☐ No ☐ After: _____

Reference 2

Full name	
Organization and position	
Relationship to applicant	
Email	
Phone and country code	
How long known	
May we contact now	☐ Yes ☐ No ☐ After: _____

11 Applicant Privacy Notice

Data controller	Tech4Future-Global and, where applicable, the responsible country office or authorized program partner.
Purposes	Recruitment and selection; safeguarding and due diligence; assignment management; communication; security; insurance where applicable; monitoring and reporting; legal and donor compliance; and defense of legal claims.
Lawful basis	As applicable by jurisdiction: steps requested before placement; legitimate interests in managing a safe volunteer program; compliance with legal obligations; protection of vital interests; consent for optional uses; and substantial public-interest conditions for sensitive data where law permits.
Access and sharing	Authorized personnel and vetted service providers on a need-to-know basis; safeguarding, law-enforcement, regulatory, donor, insurance, or partner bodies when legally required or necessary to protect people and operations.
International transfers	Information may be processed in another country. Appropriate contractual, organizational, and technical safeguards should be used where required.
Retention	Unsuccessful applications should be retained only for the period stated by the recruiting office and required by local law. Volunteer records should be retained under the approved records schedule, then securely deleted or anonymized.
Your choices and rights	Subject to local law, you may request access, correction, restriction, deletion, portability, or objection; withdraw consent for optional processing; and complain to the relevant authority. Some records may be retained despite a request where law requires it.
Contact	Privacy or data-protection contact: _____ Email: _____

Optional future opportunities consent ☐ Yes, retain my application for up to _____ months for suitable future roles. ☐ No. I understand that I may withdraw this optional consent at any time.

12 Volunteer Terms and Conditions

Volunteer status. The assignment is voluntary and does not create employment, worker, agent, partnership, or civil-service status. No salary, wages, pension, or employee benefits are due unless a separate written agreement or applicable law states otherwise.

No authority to bind. The volunteer may not enter contracts, incur liabilities, make public commitments, collect money, open accounts, or represent that they can bind the organization without written authorization.

Role and supervision. Duties, location, schedule, supervisor, objectives, and boundaries will be stated in a role description or assignment agreement. The organization may reasonably adjust duties based on program and safety needs.

Conduct and inclusion. The volunteer will follow the Code of Conduct, safeguarding rules, anti-harassment and non-discrimination requirements, security instructions, and lawful directions. Respectful conduct is required across cultures, identities, abilities, beliefs, and backgrounds.

Safeguarding and reporting. Exploitation, abuse, sexual misconduct, harassment, trafficking, retaliation, or misuse of power is prohibited. Concerns must be reported promptly through approved channels. The volunteer must not investigate allegations independently or promise absolute confidentiality.

Confidentiality. Nonpublic information about beneficiaries, applicants, staff, donors, partners, security, finances, systems, and operations must be protected during and after service. Information may be used only for authorized duties and shared only with authorized persons.

Data protection and cybersecurity. Use approved accounts, devices, storage, and communication channels; apply access controls and strong authentication; collect the minimum necessary data; and report loss, unauthorized access, phishing, or a suspected breach immediately. Credentials must never be shared.

Images stories and dignity. No photograph, recording, interview, case story, or beneficiary information may be created or shared without authorization and valid informed consent. Content must protect dignity, privacy, safety, and the best interests of children and adults at risk.

Intellectual property. Unless local law or a written agreement provides otherwise, work products specifically created within the assigned duties may be used, reproduced, adapted, and distributed by Tech4Future-Global for its nonprofit purposes. Pre-existing materials remain the creator's property, subject to any written license granted for the assignment.

Expenses and property. Only pre-approved, reasonable, documented expenses are reimbursable under the applicable policy. Organizational money, equipment, identification, records, and access credentials must be used properly and returned promptly.

Health security and travel. The volunteer will follow safety, security, public-health, travel, and incident-reporting procedures; exercise reasonable care; and immediately report hazards, injuries, threats, or emergencies. Travel requires prior authorization where applicable.

Conflicts gifts and integrity. Actual, potential, or perceived conflicts must be disclosed. Bribery, fraud, facilitation payments, kickbacks, diversion of aid, and improper gifts are prohibited. Fundraising and procurement activities require authorization.

Outside communication and political neutrality. Only authorized persons may speak officially for the organization. Personal views must not be presented as organizational views. Organizational resources may not be used for partisan political activity unless expressly lawful and authorized.

Insurance and personal responsibility. Any insurance provided will be described separately. The volunteer remains responsible for personal insurance not expressly supplied, including health, travel, vehicle, or property coverage, subject to applicable law.

Ending the assignment. Either party may end the assignment, ordinarily with reasonable notice. The organization may suspend or end service immediately for safety, misconduct, policy breach, loss of funding, operational need, or failure to maintain required eligibility.

Local law and controlling documents. Applicable law prevails. The signed assignment agreement, role description, Code of Conduct, safeguarding policy, privacy notice, security rules, and country addendum form part of the volunteer framework. If terms conflict, the organization should obtain local legal review before enforcement.

13 Applicant Declaration and Consent

- ☐ I certify that the information I provided is true, complete, and accurate to the best of my knowledge.
- ☐ I understand that completing this form does not guarantee selection or placement.
- ☐ I authorize proportionate verification of qualifications, employment or volunteer history, references, identity, eligibility, and safeguarding information, subject to applicable law and any additional consent required.
- ☐ I will promptly disclose any material change affecting my eligibility, safety, conflict of interest, or ability to carry out the role.
- ☐ If selected, I agree to follow the approved policies, role boundaries, supervision, reporting channels, and terms stated in this form and in my assignment documents.
- ☐ I acknowledge the privacy notice and understand how my information may be used, shared, transferred, retained, and protected.

Applicant full name	
Signature	
Date	YYYY / MM / DD
Parent or guardian name	Required only when the applicant is a minor under applicable law
Parent or guardian signature	
Date	YYYY / MM / DD

14 Country Office Addendum and Legal Review

The responsible office must complete this section before issuing the form. It helps adapt the global template without weakening safeguarding or data-protection controls.

Legal entity and office	
Country jurisdiction	
Minimum volunteer age	
Required checks and lawful basis	
Application retention period	
Privacy contact and complaint authority	
Safeguarding focal point	
Whistleblowing or ethics channel	
Emergency and security contact	
Expense and insurance rules	
Local terms that supplement or replace global text	Reference attached addendum if needed
Legal or compliance reviewer	Name title signature and date
Approval effective date	
Next review date	

15 For Office Use Only

Application complete	☐ Yes ☐ No ☐ Follow up required
Eligibility screening	☐ Pass ☐ Conditional ☐ Not eligible

Interview	Date: _____ Panel: _____
References	☐ Satisfactory ☐ Conditional ☐ Not satisfactory ☐ Not required
Safeguarding checks	☐ Complete ☐ Pending ☐ Not required by role or law
Conflict review	☐ Cleared ☐ Mitigation required ☐ Not cleared
Accommodation plan	☐ Not required ☐ Agreed confidentially
Selection decision	☐ Selected ☐ Reserve ☐ Not selected ☐ Withdrawn
Assignment supervisor	
Assignment ID and dates	
Approver name title signature	
Decision date	YYYY / MM / DD

16 Required Onboarding Before Service

☐ Identity and eligibility verified	☐ Role description signed
☐ Volunteer agreement signed	☐ Code of Conduct acknowledged
☐ Safeguarding training completed	☐ Data protection training completed
☐ Security and emergency briefing completed	☐ Systems access approved
☐ Confidentiality obligations acknowledged	☐ Expense process explained
☐ Reporting channels provided	☐ Required screening cleared