

Western Focus Community Organisation (WEFOCO)

P.O. Box 121 – 50106, Shianda via Mumias, Kenya

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Email: info@wefoco.or.ke / director@wefoco.or.ke

Website: wefoco.or.ke

Volunteer Application & Registration Form

SECTION A: VOLUNTEER PERSONAL INFORMATION

1. Full Name:

2. Preferred Name:

3. Date of Birth: ____ / ____ / ____

4. Gender:

☐ Male ☐ Female ☐ Prefer not to say

5. Nationality: _____

6. National ID/Passport No.: _____

7. County of Residence: _____

8. Country of Residence: _____

9. Physical/Residential Address: _____

10. Postal Address: _____

11. Telephone/Mobile Number: _____

12. Email Address: _____

13. Preferred method of communication:

☐ Phone ☐ Email ☐ WhatsApp

☐ Other: _____

SECTION B: VOLUNTEER TYPE

14. I am applying as a:

☐ Local Volunteer ☐ International Volunteer

☐ Student/Intern ☐ Professional Volunteer

☐ Community Volunteer

☐ Corporate/Institutional Volunteer

☐ Short-term Volunteer ☐ Long-term Volunteer

15. Have you volunteered with WEFOCO before?

☐ Yes ☐ No

If yes, please state when and in what capacity:

16. How did you learn about WEFOCO?

☐ WEFOCO website ☐ Social media

☐ Friend/colleague ☐ Community group

☐ Partner organization ☐ School/College/University

☐ Previous volunteer

☐ Other: _____

SECTION C: EDUCATION AND PROFESSIONAL BACKGROUND

17. Highest level of education attained:

☐ Primary ☐ Secondary ☐ Certificate

☐ Diploma ☐ Bachelor's Degree ☐ Master's Degree

☐ Doctorate ☐ Professional qualification

☐ Other: _____

18. Field of study/profession: _____

19. Institution/Organisation: _____

20. Current occupation/position: _____

21. Employer/Institution, if applicable: _____

22. Years of relevant experience: _____

- ☐ Less than 1 year ☐ 1–2 years ☐ 3–5 years
☐ 6–10 years ☐ More than 10 years

SECTION D: AREAS OF VOLUNTEER INTEREST

Please tick all areas in which you would like to volunteer.

1. EDUCATION AND CHILDREN

- ☐ Teaching/education support ☐ Computer literacy/ICT training
☐ Digital skills ☐ School support programmes
☐ Mentorship ☐ Career guidance ☐ Literacy programmes
☐ Support for vulnerable children
☐ Educational materials development
☐ Other: _____

2. WOMEN EMPOWERMENT AND WOMEN'S GROUPS

- ☐ Women's group capacity building ☐ Leadership training
☐ Entrepreneurship ☐ Business planning
☐ Financial literacy ☐ Savings and lending groups
☐ Micro-enterprises ☐ Mentorship
☐ Women's welfare programmes
☐ Other: _____

3. LIVELIHOODS AND ECONOMIC EMPOWERMENT

- ☐ Income-generating activities (IGAs) ☐ Agribusiness
☐ Entrepreneurship development ☐ Market development
☐ Business development ☐ Agricultural cooperatives
☐ Financial management ☐ Project/business planning
☐ Skills development
☐ Other: _____

4. AGRICULTURE AND FOOD SECURITY

- ☐ Sustainable agriculture ☐ Crop production

- ☐ Livestock ☐ Agribusiness
☐ Agricultural cooperatives ☐ Climate-smart agriculture
☐ Food security ☐ Agricultural training
☐ Other: _____

5. ICT AND DIGITAL TRANSFORMATION

- ☐ Computer literacy ☐ ICT training
☐ Digital literacy ☐ Website development
☐ Graphic design ☐ Digital communication
☐ Social media ☐ Digital marketing
☐ Photography/videography ☐ Data management
☐ Cybersecurity awareness
☐ Other: _____

6. HEALTH AND COMMUNITY WELLBEING

- ☐ Community health education ☐ Health awareness
☐ Public health ☐ Nutrition
☐ Mental wellbeing/community support
☐ Healthcare professional services
☐ Maternal/child health education ☐ Health outreach
☐ Other: _____

7. GENDER EQUALITY AND GBV PREVENTION

- ☐ Gender equality ☐ GBV awareness
☐ GBV prevention ☐ Community sensitisation
☐ Women's rights ☐ Children's rights
☐ Land/property rights awareness
☐ Trauma-informed community support
☐ Referral/community advocacy
☐ Other: _____

8. TAILORING AND VOCATIONAL SKILLS

- ☐ Tailoring ☐ Fashion/design
- ☐ Sewing ☐ Vocational training
- ☐ Handcrafts ☐ Skills transfer
- ☐ Enterprise development
- ☐ Other: _____

9. COMMUNICATION, DESIGN AND MEDIA

- ☐ Graphic design ☐ Photography
- ☐ Videography ☐ Website content
- ☐ Social media management ☐ Public relations
- ☐ Storytelling ☐ Documentation
- ☐ Communications strategy
- ☐ Other: _____

10. COMMUNITY DEVELOPMENT AND OUTREACH

- ☐ Community mobilization ☐ Community sensitisation
- ☐ Capacity building ☐ Youth programmes
- ☐ Participatory community development
- ☐ Vulnerable families ☐ Community welfare
- ☐ Research ☐ Monitoring and evaluation
- ☐ Project management
- ☐ Other: _____

SECTION E: SKILLS AND EXPERTISE

23. Please list your main professional/technical skills:

Skill/Area:	Level of Competence	Years of Experience
1. _____	☐ Basic ☐ Intermediate ☐ Advanced	
2. _____	☐ Basic ☐ Intermediate ☐ Advanced	
3. _____	☐ Basic ☐ Intermediate ☐ Advanced	
4. _____	☐ Basic ☐ Intermediate ☐ Advanced	
5. _____	☐ Basic ☐ Intermediate ☐ Advanced	

24. What specific knowledge or skills would you like to share with WEFOCO and the community?

25. What skills would you like to develop through your volunteer experience?

SECTION F: VOLUNTEER EXPERIENCE

26. Have you volunteered with another organisation before?

☐ Yes ☐ No

If yes:

Organisation: _____

Role: _____

Period: _____

Main responsibilities:

27. Describe any community-development experience you have:

28. Have you worked with any of the following groups?

- ☐ Children ☐ Women ☐ Youth ☐ Older persons
- ☐ Persons with disabilities ☐ Vulnerable families
- ☐ Survivors of GBV ☐ Schools
- ☐ Community-based organisations ☐ Self-help groups

Please provide details:

SECTION G: AVAILABILITY

29. When are you available to volunteer?

Start date: ____ / ____ / ____

End date: ____ / ____ / ____

30. Preferred duration:

- ☐ Less than 1 week ☐ 1–4 weeks ☐ 1–3 months
☐ 3–6 months ☐ 6–12 months ☐ More than 1 year
☐ Flexible/ongoing

31. Preferred days:

- ☐ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☐ Saturday
☐ Flexible

32. Preferred time:

- ☐ Morning ☐ Afternoon ☐ Evening ☐ Full day
☐ Flexible

33. Can you volunteer remotely/online?

- ☐ Yes ☐ No ☐ Partly

SECTION H: LOCATION AND MOBILITY

34. Where would you prefer to volunteer?

- ☐ Shianda ☐ Mumias East
☐ Other areas of Western Kenya
☐ Kenya-wide ☐ International/online ☐ Flexible

35. Are you willing to participate in community outreach activities outside the WEFOCO office?

- ☐ Yes ☐ No ☐ Depending on the assignment

36. If required, are you able to travel to project locations?

- ☐ Yes ☐ No ☐ With prior arrangements

37. Do you require assistance with accommodation or other logistical arrangements?

- ☐ Yes ☐ No

If yes, please explain:

SECTION I: LANGUAGE AND COMMUNICATION

38. Languages spoken:

Language	Speaking	Reading	Writing
English	☐ Basic ☐ Good ☐ Fluent	☐ Basic ☐ Good ☐ Fluent	☐ Basic ☐ Good ☐ Fluent
Kiswahili	☐ Basic ☐ Good ☐ Fluent	☐ Basic ☐ Good ☐ Fluent	☐ Basic ☐ Good ☐ Fluent
Luhya/Luyia	☐ Basic ☐ Good ☐ Fluent	☐ Basic ☐ Good ☐ Fluent	☐ Basic ☐ Good ☐ Fluent
Other	☐ Basic ☐ Good ☐ Fluent	☐ Basic ☐ Good ☐ Fluent	☐ Basic ☐ Good ☐ Fluent

SECTION J: MOTIVATION

39. Why would you like to volunteer with WEFOCO?

40. What contribution do you hope to make to WEFOCO and the community?

41. What do you hope to learn or achieve from your volunteer experience?

42. Describe one community-development idea or project that you would like to support or introduce at WEFOCO:

SECTION K: SAFEGUARDING AND CODE OF CONDUCT

WEFOCO works with vulnerable children, women, families and other community members. Volunteers are expected to respect the dignity, privacy, safety and rights of all beneficiaries.

43. Have you ever been convicted of an offence involving violence, abuse, exploitation, sexual misconduct or harm to a child or vulnerable person?

- ☐ No ☐ Yes

If yes, provide details:

44. Have you ever been subject to disciplinary action or investigation relating to safeguarding, abuse, harassment or professional misconduct?

- ☐ No ☐ Yes

If yes, provide details:

45. Are you willing to comply with WEFOCO's safeguarding policies, volunteer code of conduct and organisational policies?

- ☐ Yes ☐ No

46. Are you willing to maintain confidentiality concerning beneficiaries and WEFOCO's programmes?

- ☐ Yes ☐ No

SECTION L: EMERGENCY CONTACT

47. Full Name: _____

48. Relationship to Volunteer: _____

49. Telephone: _____

50. Email: _____

51. Address: _____

SECTION M: PROFESSIONAL/COMMUNITY REFERENCES

Reference 1

Name: _____

Organisation: _____

Position: _____

Relationship to applicant: _____

Telephone: _____

Email: _____

Reference 2

Name: _____

Organisation: _____

Position: _____
Relationship to applicant: _____
Telephone: _____
Email: _____

SECTION N: DOCUMENTS / SUPPORTING INFORMATION

Where applicable, please attach:

- ☐ Curriculum Vitae (CV) ☐ Academic certificates
☐ Professional certificates
☐ Letter of introduction/recommendation
☐ Portfolio/work samples ☐ Student/internship introduction letter
☐ Valid identification/passport
☐ Other: _____

For international volunteers: Please provide any additional documentation required for lawful volunteering and travel arrangements.

SECTION O: DECLARATION AND CONSENT

I declare that the information provided in this application is true and complete to the best of my knowledge.

I understand that submission of this form does not automatically guarantee acceptance as a WEFOCO volunteer. I understand that WEFOCO may review my qualifications, experience, references and suitability before accepting my application.

I agree to:

Respect WEFOCO's mission, vision, values and community-centred approach.

Respect the dignity, rights, privacy and cultural values of community members.

Protect children and vulnerable adults from abuse, exploitation and harm.

Maintain confidentiality of information obtained during my volunteer service.

Follow WEFOCO policies, procedures and instructions.

Conduct myself professionally and respectfully.

Avoid discrimination, harassment, exploitation or inappropriate relationships with beneficiaries.

Use WEFOCO resources responsibly.

Report safeguarding concerns through the appropriate channels.

Participate in volunteer orientation and relevant training where required.

Consent to processing of application information:

I consent to WEFOCO collecting and using the information in this form for the purposes of volunteer recruitment, placement, coordination, safeguarding, communication and administration.

☐ I AGREE

Applicant's Full Name: _____

Applicant's Signature: _____

Date: ____ / ____ / ____

FOR WEFOCO OFFICIAL USE ONLY

Application Reference Number:

Date Received: ____ / ____ / ____

Received By:

Application Review

- ☐ Application complete ☐ CV received
☐ References checked ☐ Interview required
☐ Safeguarding screening completed
☐ Orientation required ☐ Additional documentation required

Volunteer Category Assigned

- ☐ Education ☐ Vulnerable Children/Schools
☐ Women's Empowerment ☐ Livelihoods/IGAs
☐ Agriculture ☐ ICT/Digital Skills
☐ Healthcare ☐ Gender/GBV
☐ Tailoring/Vocational Skills ☐ Communications/Design

☐ Community Outreach ☐ Research/M&E

☐ Other: _____

Proposed Volunteer Role:

Supervisor/Coordinator:

Proposed Start Date: ____ / ____ / ____

Proposed End Date: ____ / ____ / ____

Decision

- ☐ Accepted ☐ Accepted with conditions
☐ Pending further information
☐ Waitlisted ☐ Not accepted

Reason/Comments:

Authorised by:

Position:

Signature: _____ Date: _____

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I based the form specifically on the areas presented on WEFOCO's website: women's groups and volunteer work; education; vulnerable children and schools; income-generating activities; capacity building/community outreach; ICT; healthcare; tailoring; design; economic development; agriculture/cooperatives; and gender/GBV-related community work.

wefoco.or.ke +1

A particularly useful next step would be to turn this into a professional fillable Word/PDF application form with the WEFOCO logo, checkboxes, tables, signature fields and a clean organisational layout, ready to put on the website or print for applicants.