

SAHABAT WARISAN

APPLICATION FORM

Please fill out the form below with short and clear answers to all questions. Once you have completed the form, send it to heritage@badanwarisan.org.my

| APPLICANT DETAILS | |
|-------------------|---|
| FULL NAME | |
| CURRENT ADDRESS | |
| DATE OF BIRTH | |
| NATIONALITY | |
| GENDER | |
| IC/PASSPORT NO. | |
| MOBILE NO. | |
| EMAIL ADDRESS | |
| EMERGENCY CONTACT | NAME: CONTACT NO: RELATIONSHIP: |

| ACADEMIC & WORK EXPERIENCE | |
|--------------------------------|---|
| HIGHEST ACADEMIC QUALIFICATION | |
| MOST RECENT/CURRENT EMPLOYMENT | |
| CURRENT EMPLOYMENT STATUS | <input type="checkbox"/> Employed <input type="checkbox"/> Freelance <input type="checkbox"/> In-Between jobs |
| PREVIOUS VOLUNTEER EXPERIENCE | |

| SKILLS & AREA OF INTEREST | |
|---------------------------|--|
| SKILLS | <input type="checkbox"/> Graphic/ Web Design <input type="checkbox"/> Social Media <input type="checkbox"/> Photography <input type="checkbox"/> Videography & Production <input type="checkbox"/> Event Support <input type="checkbox"/> Writing <input type="checkbox"/> Fun(d) Raising <input type="checkbox"/> Research & Analysis <input type="checkbox"/> Outreach <input type="checkbox"/> Guest Relations <input type="checkbox"/> Youth Engagement <input type="checkbox"/> Basic Coding Others _____ |
| LANGUAGE | <input type="checkbox"/> Malay <input type="checkbox"/> English Others _____ |

TERMS OF ENGAGEMENT (“TOE”) FOR VOLUNTEERS

This form constitutes an agreement between Badan Warisan Malaysia and _____, (hereinafter referred to as the “**Volunteer**”) for the services described in the included deliverables. The terms and conditions as set out herein are not subject to any other written or verbal condition, qualification or agreement.

1) Term:

The term of the agreement shall be from 1 September 2015 to 30 April 2016 executed in person (on-site assignments), independently (work from home) with some telephone & electronic consultations.

2) Talent Deliverables: The volunteer will be responsible to Badan Warisan Malaysia for deliverables as referenced below:

- a) Complete assigned tasks in good manner and according to deadline
- b) To follow Badan Warisan Malaysia’s policies and procedures

3) Badan Warisan Malaysia Deliverables: Badan Warisan Malaysia will be responsible to the volunteer for deliverables as outlined in Item No.2 and as required to enable the project’s activities. Additionally, Badan Warisan Malaysia will provide:

- a) Credit to the volunteer wherever appropriate
- b) Timely response to questions and requests and access to appropriate information.
- c) Feedback on performance and deliverables.

4) What will you receive?

By collaborating with Badan Warisan Malaysia you have the:

- a) Opportunity to expand your networks and connections in the community
- b) Opportunity to invest in your community
- c) Ability to inspire and be inspired
- d) Participation in trips organised to heritage sites not usually open to the public

5) Compensation:

Upon completion of the agreed deliverables, Badan Warisan Malaysia will provide a letter of recommendation and/or act as a reference as appropriate.

6) Expenses:

Badan Warisan Malaysia will cover travel & accommodation expenses agreed in advance wherever tasks are conducted outside the Greater Klang Valley.

7) Liability/Insurance:

Badan Warisan Malaysia will be responsible for all insurance and liability coverage needed for the project.

8) Ownership:

Badan Warisan Malaysia will own all intellectual property produced by the volunteer. Credit will be given by Badan Warisan Malaysia to the volunteer where applicable. Badan Warisan Malaysia will also own the copyright for all documents produced for any events & activities of Badan Warisan Malaysia relating to the deliverables during this agreement. The volunteer will have the right to use these documents in her/his professional portfolio after gaining a written permission from Badan Warisan Malaysia.

9) Confidentiality:

It is expected that the volunteer will not disclose any confidential information concerning Badan Warisan Malaysia or its dealings to any person or any third-party.

10) Termination:

This agreement may be terminated with two (2) weeks written notice, by either party. In the case of early termination, Badan Warisan Malaysia will provide the volunteer with appropriate feedback on the quality of performance to that date.

This agreement carries with it no commitment respecting continuation of services beyond the specified term.

I hereby accept the terms of engagement.

.....
Name:

Date:

NRIC No:

.....
Name:

Date:

Designation **BADAN WARISAN MALAYSIA**