 **VOLUNTEER’S DATA**

**BUTIRAN DATA SUKARELAWAN**

**Kindly fill up this form. Please attach separate sheet for additional detail and comments.**

Sila isi borang ini. Lampirkan mukasurat baru bagi informasi dan komen tambahan.

1. **Personal Details/ Butir Peribadi**

Name/ Nama

Mr/ Mrs/ Cik/ Puan

I.C No/ Passport No.: Date of Birth/

No. K.P/ No. Pasport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tarikh Lahir:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality/

Kewarganegaraan:

Occupation/

Pekerjaan:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address/ Alamat Sekarang:

Tel: (Home/ Rumah)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Office/ Pejabat)

Fax: E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent address (if different from the above)/ Alamat tetap (jika berlainan dari atas):

1. **Highest Academic Qualification/ Kelulusan akademik Tertinggi**

Qualification/ Kelulusan Year/ Tahun Place Obtained/ Tempat Sijil Diperolehi

**3. Preferred Area of Service/ Bidang Perkhidmatan yang Dipilih**

Tick (√) where applicable/ Tanda(√) pada tempat yang berkenaan

a) Organization (Events Management, Meeting Facilitation, etc.)

Pentadbiran (Pengururusan Aktiviti, Pengendalian Mesyuarat, dsb).

b) Desk Research, Translation, Writing &Editorial

Penyelidikan di Pejabat, Penterjemahan, Penulisan & Meja Pengarang

c) Database Administration/ Clerical

Penyelarasan Pengkalan Data/ Kerja Kerani

d) Production of Conservation Awareness Materials

Penerbitan Bahan-bahan Kesedaran Awam Tentang Pemuliharaan

e) Teaching, Training and Capacity Building of Individuals/ Community

Mengajar, Melatih, dan Meningkatkan Keupayaan Individu/ Masyarakat

f) Conservation Scientific Field Research

Menjalankan Kajian Lapangan Sains Pemuliharaan Alam Sekitar

### Qualifications, Skills, Experience or Education/

Kelayakan, Kemahiran, Pengalaman atau Pendidikan

Tick (√) where applicable/ Tanda (√) pada yang berkenaan

|  |  |  |  |
| --- | --- | --- | --- |
|  | Teaching/ Mengajar |  | Photography/ Fotografi |
|  | Writing/ Penulisan |  | Driver’s License/ Lesen Memandu |
|  | Translation/ Penterjemahan |  | Boat Operation/ Pengendalian bot |
|  | Public Speaking/ Pidato Umum |  | First Aid Cert/  Sijil Pertolongan Kecemasan |
|  | Computer Skills/ Kemahiran Berkomputer  Software/ Perisian Komputer |  | Busines Management/  Pengurusan Perniagaan |
|  | Internet/ Information Search/  Pencarian Data/ Data Internet |  | Community Survey/  Kajiselidik Masyarakat |
|  | Graphic Design/ Reka Grafik |  | Camping/ Survival skills/  **Berkhemah**/ **Kemandirian Hidup** |
|  | Painting/ Carving/ Handicraft skills/  Melukis/ Mengukir/ Seni kraf tangan |  | Martial Arts/ **Seni Mempertahankan Diri** |

Others/Lain-lain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Please describe briefly your previous volunteer experience, if any.**

Sila nyatakan secara ringkas pengalaman anda sebagai sukarelawan, jika ada.

|  |  |  |
| --- | --- | --- |
| Name of Project and Location  Nama Project and Lokasi | Job Description and Duties  Bidang Tugas dan Tanggungjawab | Period  Jangkamasa |
|  |  |  |

**6. What are some of your objective for working as a volunteer? (Optional)**

Apakah objektif anda menawarkan diri sebagai seorang sukarelawan? (Tidak wajib)

**7. Time Available/ Masa Perkhidmatan**

1. **Year and months/ Tahun dan Bulan 20\_\_**

Please indicate week/s available/ sila tandatangan masa luang anda.

Tick (√) where applicable/ Tanda (√) pada tempat yang berkenaan

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Months/Weeks  Bulan/ Minggu | Jan  Jan | Feb  Feb | Mar  Mac | Apr  Apr | May  Mei | June  Jun | July  Julai | Aug  Ogos | Sept Sep | Oct  Okt | Nov  Nov | Dec  Dis |
| 1st Week  Minggu Pertama |  |  |  |  |  |  |  |  |  |  |  |  |
| 2nd Week  Minggu Kedua |  |  |  |  |  |  |  |  |  |  |  |  |
| 3rd Week  Minggu Ketiga |  |  |  |  |  |  |  |  |  |  |  |  |
| 4th Week  Minggu Keempat |  |  |  |  |  |  |  |  |  |  |  |  |

## Days and Hours/ Hari dan Waktu

|  |  |  |
| --- | --- | --- |
| Days/ Hari | Time/ Waktu | Hours/ Jam |
| Monday/ Isnin |  |  |
| Tuesday/ Selasa |  |  |
| Wednesday/ Rabu |  |  |
| Thursday/ Khamis |  |  |
| Friday/ Jumaat |  |  |
| Saturday/ Sabtu |  |  |
| Sunday/ Ahad |  |  |

**8. Please specify any physical limitation that may influence your volunteer work activities.**

Sila nyatakan sebarang batasan fizikal yang mungkin mempengaruhi aktiviti sukarela anda

# Notice to volunteer/ Notis Kepada Sukarelawan

Volunteers are not considered as Malaysian Nature Society employee for any purpose other than relevant expenses claims and are therefore not entitled for any benefits that are provided to its employees. However, volunteer service is creditable work experience. By signing below, volunteers are reminded that they will have to free the organisation from any future indemnity claims.

**Sukarelawan tidak dianggap sebagai kakitangan Malaysian Nature Society dan dengan ini tidak berhak ke atas apa-apa faedah yang disediakan untuk kakitangan kecuali untuk tuntutan perbelanjaan yang diluluskan. Walaupun perkhidmatan sekarela tidak diberi ganjaran, ia adalah pengalaman yang membanggakan. Sukarelawan juga diingatkan bahawa dengan menandatangani borang ini, mereka bersetuju untuk melepaskan pertubuhan ini daripada sebarang bentuk tuntutan gantirugi kelak**.

Signature/Tandatangan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date/Tarikh\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_