



INTERN

GIFT YOUR SKILLS TO WOW & ITS PROJECTS

Dear Prospective Volunteer,

Thank you for your interest to volunteer with us. *Interning can be an extremely rewarding experience.*

Women Of Worth, India was founded in 2008 and our mission is to empower women across cultures and ethnicities to stand up for justice, equality and change in all facets of life and society, in both local and global contexts through advocacy, training and rehabilitation.

Our interns provide crucial support and aid to the continuing mission of Women Of Worth and our projects through the generous gift of time and talents. Our interns supplement the work of staff members in offering many special services that are so important to individuals, families, and the staff.

The greatest reward is the knowledge that you will help to bring an awareness and change to those who truly need it.

Enclosed is our intern form. Please print it out and fill it in. Call the number below to schedule an appointment for a screening interview, and bring your completed intern application form with you. A request for a resume may be made, so keep that handy too.

For questions please email wow@womenofworth.in with **<intern enquiry>** in the subject field. We look forward to welcoming you as one of our newest interns.

Thank you for your interest.

Sincerely,
Sunjula Daniel
Operations Manager

VOLUNTEER REQUIREMENTS

Minimum Age:

15 years and enrolled in high school.

Number of Hours Required:

Volunteers must commit to a minimum of **20 hours** of service and a minimum of **10 hours** of service per week is required. However, the amount of hours may be subject to change depending upon the needs of the department and your supervisor at your organisation (if you belong to one).

Interview(s):

A screening interview must be scheduled with us. Applicants are reviewed and considered based on assessed skills, interests, level of demonstrated commitment and the availability of intern positions. A reference check is then conducted after which a decision will be made to accept your application.

Health Related Documentation:

All interns must be in good health. If you are suffering from an illness or recently contracted a contagious disease, a medical certificate of health will need to be produced.

Orientation and Training:

Once the application, background check and interviews have been completed the prospective intern must attend the required orientation course. Training topics include a general overview of the intern program, benefits and expectations.

Attendance:

Interns are expected to meet their commitments to their scheduled service hours. Supervisors must be notified of any absences or extensive absences in advance or as soon as possible.

All interns must sign-in and sign-out when reporting for service. Failure to do so will result in service hours not being recorded. Time can be recorded on a time sheet, online or via email.

Evaluation:

All interns should demonstrate a good understanding of assigned tasks. At the end of the interning period, a certificate of service will be issued based on the assigned tasks and their completion.

INTERN FORM

If you agree with our mission and are willing to be interviewed and trained in our procedures, we encourage you to complete this application. The information on this form will be kept confidential and will help us find the most satisfying and appropriate intern opportunity for you. *Thank you for your interest in our organization.*

Name: _____ Gender: _____
Date Of Birth: _____ Age: _____ Nationality: _____
Home Address: _____
City: _____ State: _____ Pin: _____
Mobile Phone: _____ Email: _____

Name + Address Of Employer/College/School: _____

Position/Class/Year: _____
Parent's/Guardian's Name (if under 18 years): _____
Parent's/Guardian's Phone (if under 18 years): _____
In case of emergency contact: _____

Please provide a copy of an identity proof and tick the relevant one:

Aadhaar Card Passport Driving License PAN Card

Are you required to volunteer? No Yes If Yes, why: _____

Have you ever been convicted (found guilty) of a crime?: _____

Any special talents or skills you have that you feel would benefit our organization?

Interests: Please tick areas you are interested in volunteering:

Administration Events Counselling Event Management &
Fundraising Graphic Design Content Writing Photography Social Media
Languages Spoken: _____

Please tick days available: Mon Tues Wed Thur Fri Sat

Times available: From _____ to _____

Emergency Contact (Name & Phone Number): _____

Declaration: As a volunteer of at Women Of Worth, I agree to abide by the policies and procedures. I understand that I will be volunteering at my own risk and that the organization, its employees and affiliates, cannot assume any responsibility for any liability for any accident, injury or health problem which may arise from any volunteer work I perform for the organization. I agree that all the work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward.

Applicant's Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Name: _____

Date: _____

What attracted you to intern with us? Is there an aspect that motivates you to be a part of our mission?

What would you like to get out of your internship? What would make you feel like you have been successful?

Have you ever volunteered? If yes, for what agency / position / year?

Describe the agency and your volunteer responsibilities.

What have you enjoyed most about your previous volunteer position(s)?

What skills and qualities do you feel you have to contribute to Women Of Worth?

Are you willing to commit to the volunteer requirement we set?
