

Corporate Volunteer Application Form

Please complete this form to apply for corporate volunteer opportunities. Once completed, print the form, obtain the necessary department manager approval, and submit it to the Human Resources or CSR department.

1. Applicant Information

Full Name:

Job Title:

Department:

Employee ID:

Work Email:

Work Phone:

2. Company Information

Company Name:

Office Location/Branch:

3. Volunteer Preferences & Skills

Preferred Volunteer Areas (e.g., Education, Environment, Youth, Seniors):

Relevant Skills, Certifications, or Languages:

Availability (e.g., Weekdays, Weekends, Specific Hours):

Have you participated in corporate volunteering before? (Yes / No):

4. Emergency Contact Information

Emergency Contact Name:

Relationship to Applicant:

Emergency Contact Phone Number:

5. Acknowledgement and Signatures

By signing below, I acknowledge that I am volunteering my time for corporate-sponsored community service activities and will adhere to the company's code of conduct during these events.

Employee Signature: Date:

Manager / HR Approval (If volunteering occurs during standard work hours)

Manager Name:

Manager Signature: Date: