



**स्पाइनल इन्जरी पुनर्स्थापना केन्द्र**  
**Spinal Injury Rehabilitation Centre**  
*A Project of Spinal Injury Sangh Nepal*

**SIRC VOLUNTEER APPLICATION FORM**

Name	
Address	
Phone Number	
Email	
Skype	
Next of Kin: Name & Contact Number	
Please tell how you heard about SIRC and what generated your interest to volunteer for us. How will you prepare yourself for your stay in Nepal? Please continue on a separate sheet of paper if necessary.	
Profession	
Registered Organization (i.e.: Nursing & Midwifery Council, General Medical Council, Chartered Physiotherapy Association etc.)	
Personal Identification number	
Personal Insurances ( Yes/No)	
Professional Insurances (Yes/No)	
SCI Experiences (Yes or No-if yes please give details )	

Neurology Experiences (Please state: TBI MS, Stroke etc.)			
Other Professional experiences			
When will you able to volunteer (date available) & how many weeks			
Working hours at SIRC is 9 AM to 4 PM, 6 days a week; Can you work regularly or Need some adjustment?			
Is there anything else we need to be aware of (dietary requirements, mobility)			
Allergies - is there anything you are allergic/sensitive to that we should know of?			
Medications - Do you have enough supplies? Do we need to be aware of your medication needs?			
Please include your Curriculum Vitae to support your application			
Please include an up to date photograph			
Please include the letter of approval for volunteering/internship from you organization or college			
Please include two referees and email addresses we can contact (or two up to date references)		Name	Email
	Ref 1		
	Ref 2		
Contact in Nepal (If any )			
As part of your application, you will require to pay €200. This cover the registration at local council, SIRC administrative cost and rest will go to poor patients fund patient funds. (This excludes Visas, Transport, accommodation, meals etc.). Is this Ok?			
You will be required to sign a confidentiality and data protection agreement. Is this a problem?			
Is there anything else you would like to tell us about yourself?			
Personal and professional insurance cost will not be borne by SIRC; do you agree?			

**Note: By signing this form, I accept the terms and condition of SIRC. I will strictly follow the rules and regulation of the center. I will submit a report at the end of my placement / volunteering/ Internship.**

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**SIGNATURE (NAME)**

.....

**DATE**

*Thank you very much for your application. Please note that selection of volunteers depends on SIRC need.*

## ***SIRC Volunteer/Internship Application Procedures***

1. Fill up the SIRC Volunteer Application Form in MS word format and email at [volunteering.sirc@gmail.com](mailto:volunteering.sirc@gmail.com) . Or you can also print it out, fill and send the scanned copy through email. Any changes in SIRC Volunteer Application Form would automatically disqualify your application for volunteer/internship.
2. The minimum duration of volunteer/internship is uninterrupted 4 weeks. However, this provision does not apply to experts and highly professional applicants.
3. Along with the application form, you need to send your updated resume, PP sized photo and letter of approval for volunteering/internship from your organization if you are working or college/university if you are studying.
4. You must apply for volunteering or internship at least 6 months before you want to join at SIRC.
5. Upon the receiving of your application with above mentioned documents, SIRC will evaluate your application.
6. Once your application for volunteering/internship has been approved by SIRC, you have to pay €200.00 in SIRC bank account No. '00405010000647' (Nepal Investment Bank) within the four weeks from the date of approval. However, SIRC can waive the fee if the applicant is highly expert and professional. This will depend upon our evaluation.
7. SIRC will process for your volunteer/internship registration at Nepal Health Professional Council (NHPC) which is the mandatory for volunteering/internship in Nepal.
8. SIRC will continuously update you regarding the progress and guide you in detail about accommodation, transportation, and other important things before you travel to Nepal.