

(Form - JOCV)

THAILAND INTERNATIONAL COOPERATION AGENCY: (TICA)

REQUEST FORM FOR SERVICE OF VOLUNTEER

On behalf of : _____
 (Name of Requesting Organization)

To: _____
 (Name of Volunteer Supply Agency)

1. Field of work in which volunteer (s) will be engaged.

2. Level of Academic or Trade qualifications required.

3. Experience required.

4. Additional skills or qualifications which would be useful.

5. Approximate date at which assignment should start.
 (The standard term of volunteer assignment is 2 years)

6. Total number of volunteer requested.

7. Approximate age limits and sex.
 Age _____ Male Female Either

8. Post title of volunteer's position.

9. Background information, activities, and aims of program/project/division in which the volunteer will work.

10. How will volunteers contribute to furthering the goals of program/project/division?

11. Specific job description and responsibilities of the volunteer.
(Please includes the subjects of technical fields in which the volunteer will be engaged; what will be the volunteer's responsibility for money, equipment).

12.	Place(s) of work	Number of volunteer(s)	Name(s) and title(s) of supervising officer
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13. Name post title, training and qualifications of person(s) (if any) assigned to work with the volunteer(s) as counterpart(s).

14. When the volunteers leaves, who will take over his/her duties?

15. Describe the facilities and equipment available for use on the assignment.

16. Accommodations, what type of accommodation are available?

17. What transport is necessary for satisfactory performance of the volunteer's job?

18. If individual transport is required, how will it be provided?

19. Contact person

- Name _____
- Position _____
- Telephone number _____
- Fax number _____
- Email address _____

For the Thailand International
Cooperation Agency

For the Request Authority

Signed.....

Signed.....

Position.....

Position.....

Date.....

Date.....