

Part 1 : Personal Information

Note: Your privacy is important to us. All information provided in this form is covered by our Privacy Policy as stated in our website, www.entopia.com. Please make sure that you have read and understood it upon signing-up.

Name _____

Birthdate (dd/mm/yy) _____

(for volunteers age 16 years old and below, please accomplish Part 5: Parental Consent Form)

✉ _____ ☎ _____ 📠 _____

Mailing Address _____

Do you wish to subscribe to our e-newsletter and receive exclusive updates and invitations? _____

Part 2: Volunteer Programme

In what department and area do you wish to volunteer?

What are your previous volunteering experiences?

What are your relevant work experiences?

How many languages do you speak? Please specify.

Do you have any medical or health restrictions? Please specify.

On what days of the week are you available to volunteer?

From what date and to what date can you volunteer?

What is your favourite bug?

Are you scared of any bugs? What bug/s?



Volunteer Registration Form



Part 3: Terms and Regulations

1. You are advised to follow instructions from your section head/department head that is deemed necessary in order to perform your job effectively.
2. You are not allowed to act on behalf of Entopia (Butterfly House (Pg) Sdn Bhd) on matters requiring approval from higher authority, as you are not an employee, business agent or associate member of Entopia.
3. By law, you are not entitled for any payment for your voluntary service. All compensation given is a prerogative of Entopia.
4. You are to use all facilities or services provided by Entopia with due care to perform your job effectively.
5. You will ensure that your Entopia uniform is always clean and tidy to present a good image.
6. You will wear the volunteer tag provided, at all times while on site and will not allow others to use the tag at any time and will return the tag to Entopia upon expiration or termination of your volunteer services.
7. You are not allowed to use derogatory language or words toward customers and colleagues.
8. You will not be involved in any discussion on matters related to religious or political issues that are sensitive.
9. You are not allowed to consume any alcoholic beverages or prohibited drugs under the law.
10. Smoking is only allowed at designated smoking areas and are strictly not allowed at open public places.
11. You are not allowed to record any pictures or videos without written permission from the management of Entopia.
12. You are not allowed to disseminate or disclose to anyone any information deemed confidential by Entopia.
13. You are not allowed to make any public statement or comment on behalf or against Butterfly House (Pg) Sdn Bhd.
14. It is your responsibility to take care and control the facilities of Entopia as much as possible on all materials, tools and equipment that are under your care.
15. Any misconduct can be recorded in writing and the details are considered confidential, unless the parties are directed to investigate and the problem is resolved.
16. Any disciplinary actions taken against you are final and may result to the termination of the volunteer services. In such case, there won't be legal action against the employees, and the Entopia management.
17. Entopia has the right to shorten or terminate your volunteer services at any time when it deems necessary.
18. You are to immediately notify your section head/department head or any employee of Entopia if any accidents or mishaps occur.
19. You are to notify your section head/department head one day in advance in case you wish to cancel your volunteer services.
19. You are solely responsible for your own personal belongings, health and safety. The management and employees of Entopia will not be held responsible for any accidents, loss, damages, and injuries to you as a volunteer or to all your personal property.
20. There won't be any legal actions taken or indemnity claim against Entopia due to termination of volunteer services, accidents, loss, damages and injuries.

All of the above terms and conditions applies within the Entopia vicinity and during external events held or participated by Entopia.

Volunteer Registration Form

Part 4: Emergency Contact Information

In case of emergency, kindly contact:

Name _____  _____

Address _____

Relationship _____

Part 5: Parental Consent (for minors, 16 years old and below)

Parent or Guardian's Name _____

 _____

To whom it may concern,

I hereby give permission for my son/daughter, _____ to volunteer as, _____
_____ for the duration stated in Part 2 of this form. By signing below, I understood and agree to all the Terms and Regulations pertaining the Entopia Volunteer Program.

Signed,

Date

Part 6 : Confirmation

By signing below, I certify that all the above information are true and correct. It also certifies that I am voluntarily offering my time and talent to Entopia and agrees to the Terms and Regulations stated in the Entopia Volunteer Program throughout the duration of my service.

Signature

Date

Note: Submit this form to the address provided behind or through email at friends@entopia.com. We will contact you if your application has been accepted.

Volunteer Registration Form