



## Volunteer / Intern Program

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Thank you for your interest on Environment and Public Health Organization (ENPHO).

ENPHO is an autonomous, non-profit making research based service-oriented scientific non-governmental organization established in 1990. ENPHO envisages contributing in sustainable community development by combining research and action through the integrated programmes in the environment and public health areas. ENPHO is one of the first NGOs in Nepal with the facility of well-equipped laboratory for environmental monitoring and analysis. The vision of ENPHO is Development and Promotion of appropriate technologies and practices for creating Eco-societies.

ENPHO is governed by a General Assembly which comprises of 71 members from various technical and non-technical fields. The General Assembly makes the major decisions on policy issues and elects an Executive Board once every three years consisting of 11 members headed by the Chairperson. The Board meets at least once every two months to monitor and guide the execution of various activities. The day-to-day operation of the organization is led by the Executive Director. The organizational structure consists of the following Units: Program Unit, Resource Center (RC), Environmental Analysis & Laboratory Services (EALS) Unit, Planning, Monitoring and Evaluation (PME) Unit, Human Resource Development (HRD) Unit and Finance & Administration (F & A) Unit.

All ENPHO Volunteers/Interns will be trained and supported by us. Communication support for your volunteer/internship role will be provided when needed. We will make sure that we meet your volunteering/internship needs.

We are sure that you will find your time with ENPHO satisfying and rewarding.

*ENPHO promotes equal opportunities!*

This information is available in print and other formats at ENPHO Office.  
Contact us for more details on: Telephone 977-1-4468 641 Textphone 977-1-4491 376  
e-mail: [enpho@mail.com.np](mailto:enpho@mail.com.np)

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Please send the filled up form back to:

The Resource Centre, ENPHO  
**E-mail: [rc@enpho.org](mailto:rc@enpho.org)**  
GPO Box 4102, Naya Baneshwor,  
Kathmandu, Nepal

CODE # .....  
(for office use)

**Volunteer/Internship role being applied for** (If known): \_\_\_\_\_

**Contact details**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Box: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**Where did you hear about the Internship/Volunteer work at ENPHO?**

Word of mouth (please mention name & his/her affiliation) .....

ENPHO website

Other – please state:

**Personal Profile**

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Please tell us as much as you can. This will help us find you the right volunteer/internship role.

**What has attracted you to the idea of volunteering/internship work with the ENPHO?**

(Tick as many boxes below as you want)

Personal and professional development

Creating Eco-societies

Employee volunteering

Social opportunities

Other – please specify: \_\_\_\_\_

**Highest Academic Qualification(s):** \_\_\_\_\_

**Please mention your skills / professional experience (most important) in the field of environment and public health?**

- 1.
- 2.
- 3.

**Are there any skills/interests that you would particularly like to develop at ENPHO?**

- 1.
- 2.

**Your availability:**

*Any amount of time you give is valuable to us!*

Please tick as appropriate

At one off events

..... Month(s)

..... Week(s)

Others \_\_\_\_\_

**Do you ride a bike and can you make your bike available for volunteering purposes?**

(Reasonable expenses will be provided)

Yes

No

**Do you have any requirements that we need to be aware of?**

For instance, you may need support such as an interpreter or regular breaks etc. Remember this will not affect your volunteering/internship work with us, but will enable us to make sure everything is right for you in advance.

**Please give details of two referees.**

Please note – referees can be employers or college tutors (for example) but should not be a relative. They need to have known you for over 12 months.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Post box: \_\_\_\_\_

Telephone/Mobile: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Post box: \_\_\_\_\_

Telephone/Mobile: \_\_\_\_\_

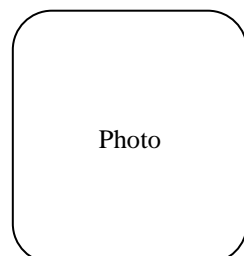
Relationship to you: \_\_\_\_\_

ENPHO takes its responsibilities for the safety and welfare very seriously of its service users, volunteers and the organisation as a whole.

We will contact you if further information is required.

I confirm that the information on this form is correct. I understand that some of the tasks involved in my role with ENPHO may be of a sensitive nature and I agree to maintain confidentiality at all times.

Your information will be added to our e-mailing list of contacts and we may from time to time mail you information about ENPHO. If you do not like to receive such mailing, please check the box.



Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*Please attach your resume!*