

# Volunteer Staff Application

## Personal Details

Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/>	Family Name:	
First Name:	Middle Name(s):	
Residential Address:		
Suburb:	State:	Postcode:
Phone Home:	Work:	Mobile:
Email:		
Language spoken:		
Referred by:		
Emergency Contact Person:		
Contact No:	Relationship:	

Do you give permission for The Infants' Home to do a Working With Children check? €Yes €No

Would you be able to supply a medical certificate, stating you are physically fit for the work you will be doing?

€Yes €No

Please tick area of work you are interested in:

- |  |                             |
|--|-----------------------------|
| € Reception / Switchboard                  | € Gardener                  |
| € Clerical / General Administration Duties | € Driver / Helper           |
| € Kitchen Hand                             | € Support Worker (Children) |
| € Handyman / Maintenance Person            | € Data entry                |

Briefly explain why you have chosen to do voluntary work:

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What do you wish to achieve by coming to The Infants' Home?

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What qualifications or skills do you bring to our organisation?

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How would you expect The Infants' Home to support you in your work as a volunteer?

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Do you know about the services of The Infants' Home?

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How long do you envisage that you will be a volunteer?

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### Availability

Availability (please tick days you will be available and the time you will be available for)

- Monday \_\_\_\_\_ to \_\_\_\_\_
- Tuesday \_\_\_\_\_ to \_\_\_\_\_
- Wednesday \_\_\_\_\_ to \_\_\_\_\_
- Thursday \_\_\_\_\_ to \_\_\_\_\_
- Friday \_\_\_\_\_ to \_\_\_\_\_

Date Available from:

Date Available to:

### Referees

Please provide two work related referees (with at least one being a current or former direct supervisor)

Name	Position	Company	Contact Phone No.

### Declaration

- I confirm that the information given on this form is true and complete;
- I understand that completing this form does not entitle me to a volunteer position.
- I consent to The Infants' Home contacting my referees and using the information obtained from my referees to assess my suitability for volunteer employment with The Infants' Home.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Privacy

*The Infants' Home recognises that privacy is important to you and that we have a responsibility to protect any personal information you give us. In accordance with the Privacy Act, we will only use your personal information for the purpose of assessing your application for employment with The Infants' Home. The information we collect from you will be handled sensitively and securely with proper regard for privacy.*

Copies:  Original to personnel files