



NNC VOLUNTEER APPLICATION FORM

The Newman Neighbourhood Centre values it's volunteers and thanks you for your interest to volunteer your time.

Once this form is completed you will also be required to complete and provide the following:

- Volunteer National Police Check
- Working with Children's Check (where applicable)
- Code of Conduct and Confidentiality agreement

Contact details:		
First Name:	Last Name:	
Address:		
Phone – Home:	Mobile:	Work:
Email:		
Preferred method of contact and time:		
Age: <input type="checkbox"/> 16 <input type="checkbox"/> 18-25 <input type="checkbox"/> 26-35 <input type="checkbox"/> 36-45 <input type="checkbox"/> 46-55 <input type="checkbox"/> 55+		
Current occupation / study	<input type="checkbox"/> Work <input type="checkbox"/> Study <input type="checkbox"/> Full time <input type="checkbox"/> Part time Details:	
Emergency contact details:	Name: Phone:	Relationship to you:

Referees: Please provide the contact details of 2 people who are not family, willing to act as a referee and who you have known for at least 2 years.		
Referee 1 – Name:	Relationship:	How long have they known you?
Phone:	Mobile:	Email:
Referee 2 – Name:	Relationship	How long have they known you?
Phone:	Mobile:	Email:

Police Checks:

Have you completed your National Volunteer Police Clearance Check? Yes No

Have you completed your Working With Children's Check? Yes No

Do you hold a current driver's licence? Yes No

Car

Manual Automatic

Other (e.g. Heavy Vehicle)

Experience and qualifications - Please provide details of experience relevant to this role:

Please tick any of these skill areas if they relate to you:

- Child Care
- Administration/Accounting/Bookkeeping
- Home Economics
- Training/ Teaching
- Speak another language other than English
- Other

Please elaborate on these experiences in the space below:

Languages spoken

Other voluntary work

Hobbies / Interests

Why are you interested in becoming a volunteer for the NNC?

Formal Qualifications: (e.g Diploma, Degree, Trade Certificate, etc.)

Other Training/Certificates: (e.g First Aid, Advanced Driving, etc.)

Computer Skills: (word, excel, powerpoint, etc.)

Availability to Volunteer:

No. Hours/Week					Preferred Start Date:		
Preferred Days	Monday am <input type="checkbox"/> pm <input type="checkbox"/>	Tuesday am <input type="checkbox"/> pm <input type="checkbox"/>	Wednesday am <input type="checkbox"/> pm <input type="checkbox"/>	Thursday am <input type="checkbox"/> pm <input type="checkbox"/>	Friday am <input type="checkbox"/> pm <input type="checkbox"/>	Saturday am <input type="checkbox"/> pm <input type="checkbox"/>	Sunday am <input type="checkbox"/> pm <input type="checkbox"/>

Medical Information: *Answers to the following questions will ensure you are engaged for voluntary work that is appropriate to your medical need and ensure OH&S procedures are adhered to.*

Do you have any existing medical disability, condition, allergy or injury?

How serious is the condition if aggravated?

- Potentially life threatening
- Could require medical treatment (doctor, hospital etc)
- Could require own medication

How could we recognise if your condition has recurred or been aggravated?

When was your most recent episode?

What is the management plan to minimise the condition?

What is the emergency plan if serious aggravation does occur?

Parental Consent:

This section of the application form must be completed by all applicants aged 16 – 18 years of age.

Parent/Guardian's Name:

Relationship to Applicant:

Email:

Mobile:

Phone:

I give permission for the applicant to work as a volunteer for the Newman Neighbourhood Centre

Parent/Guardian's signature:

Date:

Declaration:

I agree to comply with the following terms and conditions that refer to my participation in all voluntary work for Newman Neighbourhood Centre.

I am applying for unpaid volunteer work.

I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.

I shall respect the rights, feelings and property of all others associated with my volunteer work.

I declare that the information contained in this application is true and correct

I understand that I may be required to undergo an interview, undertake a reference check and background check (National Police Clearance and/or Working with Children Check etc).

I understand that I will be required to undertake an Induction and/or training program prior to my commencement.

I will not smoke, consume or store alcohol or illicit drugs while working voluntarily on site

I shall cooperate with the Newman Neighbourhood Centre's Policies and Procedures to ensure a safe, healthy and hygienic team environment

Signature:**Name (please print)****Dated:****Witnessed:****Name (please print)****Dated:**

Privacy statement:

Maintaining the confidentiality of your personal information is of the utmost importance to us. The personal information on this form is being collected for the purposes of recruiting and selecting volunteers wishing to work with the Newman Neighbourhood Centre. The information may also be required for statistical purposes. Any information gathered and reports developed from this information will not identify individual volunteers by name. This information may be shared with funding bodies and other organisations for statistical purposes only.

Please tick if you would like to receive regular newsletters and opportunities for upcoming events.

By signing this form I agree to comply with the Newman Neighbourhood Centre's confidentiality policies and code of conduct.

I understand that submitting this application form does not automatically register me as a volunteer but that there is a selection process including completion of a satisfactory National Police clearance and Working with Children Check and participation in training. I confirm that I am willing to volunteer for the Newman Neighbourhood Centre in a capacity that is to the best of my ability and that I have in no way been pressured or coerced into volunteering.

Signature:

Name:

Date:

The Newman Neighbourhood Centre aims to encourage the development of a sense of community and the quality of life for families and individuals in Newman.