VOLUNTEER APPLICATION FORM

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| **Personal Details** | | | | | | | |
| Title: (please circle) | | | Mr. Mrs. Ms. Miss | | | | |
| Name: | | |  | | | | |
| Address: | | |  | | | | |
| Email Address: | | | | | | | |
| Home Phone: | |  | | Mobile: |  | Work: |  |
| Do you have a current Driver’s Licence? | | | | | Yes □ No □ | | |
| Car: | Manual □ Automatic □ | | | | Heavy Vehicle: □ | | |

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| Emergency Contact Details | | | | | | | | |
| First Name: |  | | | | Surname: | |  | |
| Relationship To Applicant: | | | |  | Email: | |  | |
| Mobile: | |  | | | Home Phone: | |  | |
| Name of GP in case of Emergency: | | |  | | | Phone Number: | |  |

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| **Medical Information:** |
| The Spiers Centre has a duty of care to protect your health and/or safety while you are a volunteer. Your answers to the following questions will help meet our mutual needs. (Please comment on the impact of the following on work to be performed by you:) |
| Do you have an existing medical disability/condition/injury? Please provide details. |
| Do you take any medication that may affect you work? Please provide details? |

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| Languages (Other than English) (Please indicate whether ***basic (B), medium (M) or fluent (F)*** for both spoken and written | | |
| 1. | Spoken: B□ M □ F □ | Written: B□ M □ F □ |
| 2. | Spoken: B□ M □ F □ | Written: B□ M □ F □ |

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| Skills and Qualifications |
| Formal Qualifications: (E.g. Diploma, Degree, Trade Certificate etc) |
| Other Training/Certification: (E.g. First Aid Certificate, Advanced Driving etc) |
| Computer Skills: (E.g. Word, Excel, PowerPoint etc) |

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| **Volunteer Position** | | |
| Administration □ | Newsletter Distribution □ | Maintenance □ |
| Events □ | Christmas Appeals □ | Group Facilitator □ |
| Special Projects □ | Gardening/Landscaping □ | Children’s Activities □ |

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| **Availability to Volunteer** | | | | | | |
| Am = 9 till 12 PM = 12 to 3 | | | | | | |
| Preferred Days: | Monday  Am □  Pm □ | Tuesday  Am □  Pm □ | Wednesday  Am □  Pm □ | Thursday  Am □  Pm □ | Friday  Am □  Pm □ | Saturday  Am □  Pm □ |

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| **Privacy Statement** | |
| Your privacy is our priority. The Spiers Centre Inc needs to collect personal information from Students and Volunteers in order to provide efficient management. The information will be kept in a secure place and only accessed by those who need the information to fulfil their responsibilities at The Spiers Centre Inc. | |
| **Declaration** | |
| I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work. | |
| Signature | Date |

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| **Office Use Only** | | | |
| Interview Date | |  | |
| *Certificates Required* | | | |
| ***Working with Children’s Check*** Yes □ No□ | | ***Police Clearance*** Yes □ No □ | |
| Starting Date: | **Orientation Date:** | | **Ceasing Date:** |
| Entered on Access □ | | | |