

VOLUNTEER APPLICATION

Thank you for offering to volunteer at Catalyst Foundation. The information requested in this form will assist in determining suitability for a volunteer role. Please complete this application as accurately as possible. All information will be held in the strict confidence.

Name (Mr/Mrs/Miss/Ms) _____
 Address _____ Suburb _____
 Postcode _____ Phone _____ Mobile _____
 Email Address _____ Date of Birth ____/____/____
 Country of Birth _____
 Languages spoken _____ Languages read _____

How did you hear about Volunteering with us?

- Friends/Family Recruitment Drive Word of Mouth
 Paper/Media Vol. Resource Centre Other: _____
 Website Centrelink

What days are you available to volunteer? Please indicate minimum number of hours per day

	Mon	Tue	Wed	Thu	Fri
Morning					
Afternoon					
Total Hrs./day					

What is motivating you to volunteer? _____

What are your interests and hobbies? _____

PLEASE TICK THE AREAS OF INTEREST TO YOU:

- | | | | |
|----------------------------|--------------------------|------------------------------|--------------------------|
| Administration Support | <input type="checkbox"/> | Tablets Tutoring | <input type="checkbox"/> |
| Reception / Front of House | <input type="checkbox"/> | Data Entry / Records | <input type="checkbox"/> |
| Internet Lounge Support | <input type="checkbox"/> | Justice of the Peace Service | <input type="checkbox"/> |
| Computing Tutoring | <input type="checkbox"/> | Other: _____ | <input type="checkbox"/> |

Previous work/knowledge base or volunteer experience: _____

Are you currently in receipt of workers compensation payments? YES NO

Are you currently in receipt of Newstart allowance payments or disability support allowance from Centrelink? YES NO

If yes, do you require any volunteering hours to contribute to meeting your Centrelink requirement? YES NO

If yes, please provide hours require: _____

Have you ever been charged with any criminal offence? YES NO
(Including Road Traffic offences)

If yes, please provide details: _____

Do you have a current National Police Check Certificate? YES NO

Do you suffer from a medical or physical condition which we should be aware of that may affect your work? YES NO

If yes, please provide details: _____

PLEASE PROVIDE NAMES AND PHONE NUMBERS OF TWO REFEREES. A VERBAL REFERENCE WILL BE OBTAINED FROM EACH REFEREE.

REFEREE (Non family member)
NAME _____ PHONE _____

REFEREE (Non family member)
NAME _____ PHONE _____

PLEASE READ THE FOLLOWING CONDITIONS AND DECLARATION CAREFULLY:

- I understand I will be required to attend annual mandatory training and other role specific training as required
- I give permission for my name and/or photograph to be used for official Catalyst Foundation publications such as Facebook page and recruitment purposes such at public events
- I give permission for my referees to be contacted in relation to this application
- I will apply for a police clearance before commencing my role and thereafter renew on a three yearly basis in accordance with Government Legislation
- I have received and read the information provided in the volunteer Information package
- Misconduct, a breach in confidentiality or code of Ethics or unsuitable temperament may result in the termination of services a volunteer.

DECLARATION

I _____ (Name in full)
of _____ (Address in full)

Do declare that:

1. The information contained in this application and provided in support of the application is true and accurate.
2. Any charge for criminal offences (whether or not a conviction was recorded) has been disclosed.
3. I understand my rights and obligations as a volunteer for Catalyst Foundation.

SIGNATURE OF PARENT OR GUARDIAN IF APPLICANT IS UNDER THE AGE OF 18

A parent name and signature is required for applicants under 18 years.

Name _____ Signature _____

Date _____

Please forward to:

Catalyst Foundation

GPO Box 1645 Adelaide SA 5001

Fax: 8221 5697

Email to: information@catalystfoundation.com.au

Office Use Only	The applicant was interviewed? (YES/NO)	It was successful? (YES/NO)
	General comments:	

This information is collected and used exclusively as part of the application for volunteering with Catalyst Foundation and complies with the 10 National Privacy Principles under the Privacy Act 1988.