

Wimmera UnitingCare

VOLUNTEER APPLICATION FORM



The following information is collected to enable you to participate as a volunteer with Wimmera UnitingCare. It may be retained by the agency and stored in paper or electronic forms. It will be treated confidentially and in accordance with the National Privacy Principles. A copy of the Agency's Privacy Policy is available on request.

Wimmera UnitingCare is a Child Safe organisation.

Human Resource Requirements

This information **must** be completed and forwarded to the HR department prior to any work within the agency

Program managers/coordinators to complete this section

Is this application for a: short term long term position

Name of Program/s: _____

PERSONAL DETAILS

Name: _____

Address: _____

Postcode: _____ Phone: (H) _____ Mob: _____

Email contact: _____

Drivers Licence: Yes No

Licence Number: _____ Expiry date: _____

Police Check details:

Reference Number: _____ Issued Date: _____

Working with Children Check (WWCC):

Is WUC included on the application as a notified organisation?

Yes No

Reference Number: _____

Issued Date: _____ Expiry Date: _____

- 1) Are you currently employed? Yes No
- 2) Are you currently studying? Yes No
- 3) If yes, with whom? _____
- 4) How many hours a week does this take? _____
- 5) Have you participated in 'volunteer training' before now? Yes No
- 6) Who conducted the training and the date? _____
Date: _____
- 7) Have you worked as a volunteer before? Yes No
- 8) If yes, with whom? _____
- 9) What did you do? _____
- 10) Which days of the week are more suitable for you to volunteer?
 Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday
- 11) Which time of the day would suit you best?
 Suitable time(s): _____

REASONS FOR APPLICATION

12) Why do you want to volunteer? _____

13) What do you believe you can offer? _____

14) What do you want to get out of volunteering personally? _____

OTHER INFORMATION

15) Level of Education _____

16) Personal interests _____

REFEREES (This section must be completed)

Please give the names and contact numbers of persons who would be able to act as a personal referee for you.

- 1. _____ Phone: _____
- 2. _____ Phone: _____
- 3. _____ Phone: _____

Any other comments you wish to make in support of your application.

EMERGENCY CONTACT DETAILS

Please supply the contact details of persons to be contacted in case of need.
Name & number(s)

Contact 1: _____

Contact 2: _____

Contact 3: _____

CONSENTING FOR RELEASE OF INFORMATION

Should you wish to volunteer with other organisations and programs within Wimmera Uniting Care, a request may be made of you to provide Police Check and WWCC details.

Do you consent to Wimmera Uniting Care providing Police Check and WWCC details to other programs / organisations for verification or if it is requested?

Yes No

MEDIA RELEASE CONSENT

I _____ *(person's full names)*

Hereby give permission for the use of any photos taken where I am present at any Wimmera Uniting Care activity. I understand the photo/s remain the property of the Wimmera Uniting Care and may only be used for evaluation, reporting and promotional purposes.

APPLICANT'S SIGNATURE _____

DATE _____

Please return this application by _____ to _____

YOUR PERSONAL SKILLS AND ABILITIES

(Completing this section is optional but could assist in placing you in a suitable work role)

Working with people skills

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Assisting | <input type="checkbox"/> Demonstrating | <input type="checkbox"/> Problem solving |
| <input type="checkbox"/> Caring for | <input type="checkbox"/> Helping | <input type="checkbox"/> Serving |
| <input type="checkbox"/> Co-operating | <input type="checkbox"/> Instructing | <input type="checkbox"/> Teaching |
| | <input type="checkbox"/> Listening | <input type="checkbox"/> Training |

Communication skills

- | | | |
|---|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Advising | <input type="checkbox"/> Promoting | <input type="checkbox"/> Translating |
| <input type="checkbox"/> Making presentations | <input type="checkbox"/> Reading | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Negotiating | <input type="checkbox"/> Speaking | |
| <input type="checkbox"/> Persuading | <input type="checkbox"/> Talking | |

Do you speak any language other than English? If 'Yes' please specify _____

Working with information and numbers

- | | | |
|--------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Memorizing | <input type="checkbox"/> Researching |
| <input type="checkbox"/> Calculating | <input type="checkbox"/> Ordering | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Checking | <input type="checkbox"/> Organizing | <input type="checkbox"/> Selecting |

Creative skills

- | | | |
|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Arranging | <input type="checkbox"/> Creating | <input type="checkbox"/> Improvising |
| <input type="checkbox"/> Building | <input type="checkbox"/> Demonstrating | <input type="checkbox"/> Performing |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Designing | <input type="checkbox"/> Drawing |

Leadership skills

- | | | |
|--|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Administering | <input type="checkbox"/> Facilitating | <input type="checkbox"/> Motivating |
| <input type="checkbox"/> Coaching | <input type="checkbox"/> Initiating | <input type="checkbox"/> Negotiating |
| <input type="checkbox"/> Co-ordinating | <input type="checkbox"/> Inspiring | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Directing | <input type="checkbox"/> Leading | <input type="checkbox"/> Supervising |
| <input type="checkbox"/> Deciding | <input type="checkbox"/> Managing | |

Manual and mechanical skills

- Constructing
- Installing
- Operating
- Painting
- Repairing
- Servicing
- Handy

Personal Skills:

Review the following list and check off those words that you feel describe your self management skills. These are the skills that help to define your attitudes and motivations.

Accepting

- Efficient
- Encouraging
- Energetic
- Expressive
- Friendly
- Helpful
- Intuitive
- Mature
- Open minded
- Organized

- Adaptable
- Active
- Capable
- Cheerful
- Committed
- Competent
- Creative
- Dependable
- Discreet

- Patient
- Preserving
- Quick learner
- Sincere
- Thrifty
- Trustworthy
- Unpretentious
- Warm