

Volunteer Application Form

Thank you for interest in volunteering with the City of Ballarat. It will be appreciated if you take time to complete the following information. When complete, please mark **'Private & Confidential'**, and forward to:

Volunteering, City of Ballarat, PO Box 655, Ballarat VIC 3353 volunteering @ballarat.vic.gov.au

or email to

Title Mr	Ms Mrs	Miss Other, please specify
Given Names:		Preferred Name:
Surname/ Family N	ame:	
Street Number & A	ddress :	
Town / Suburb:		
State:	Postcode:	Date of Birth: (DD/MM/YYYY)//
Home Phone:		Mobile:
Email:		
What area of	voluntary work are vo	ou interested in? (please see appendices)
	Service Deliver	
Othory		Meals on Wheels)
Would you like to b	e contacted for addition	onal volunteer work, including special events?
		☐ Yes ☐ No
Why are you intere	sted in volunteering a	t the City of Ballarat?
	perience can you bring	
(Please attach a resume or	other details and/or relevant in	nformation)
Do you speak any	other languages?	☐ Yes ☐ No
List each language,	and rate your skill le	vel:
		Fluent Conversational
		Fluent Conversational
Emergency Con	tact Details In case of	emergency, it is essential that all volunteers list an emergency contact.
Name:		Relationship:
Street Number & A	ddress :	
Town / Suburb:		
State:	Postcode:	
Work phone:	Home Pho	one:Mobile:
Email:		@

Employer / Volunteer Orga	anisation	Dates: From -		Du	ties Performed as	Volunteer	or Staff
elevant education	or cou	rses:	Education &	quali	fications may not af	fect your vol	lunteering opportuni
School/College/Uni	Dates From	: > To	Full Time Part Time From> To	е	Attainment		
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Vehicle/Licence Information:

larly) it is essential that you complete the following information: (please	
Do you have your own vehicle	Yes No
Vehicle Registration:Vehicle Make:	Model:
Current Driver's License (you will be required to provide a photocopy upon engagement)	☐ Yes ☐ No
Licence Number: Expiry Date:	/
Comprehensive motor vehicle insurance cover?	□Yes □ No
Current First Aid Certificate (this is not a requirement)	□Yes □ No
Current Police Check (not more than 6 months old)	☐Yes ☐ No
If no, are you willing to undertake a Police Check	if required?
	□Yes □ No
Current Working With Children Check?	☐Yes ☐ No
If no, are you willing to undertake a Working With	Children Check, if required?
	□Yes □ No
Are you currently: Student Retired	Unemployed Working
Are you wishing to volunteer as part of a Centrelin	. , , <u> </u>
•	- -
Do you identify as Aboriginal or Torres Strait Islan	ider? (for reporting purposes) Yes No
	Ballarat? of Ballarat website
	previously volunteered with City of Ballarat
☐ Advertising ☐ Other	r, please give details
Availability:	
How often are you available to volunteer?	
Daily Weekly Fortnightly	Monthly Emergency
	<u> </u>
What days are you available?	
Mon Tues Wed Thu	Fri Sat Sun
Preferred commencement date?//	Preferred no. of hours per day:
Additional information:	

Additional Information:

As a volunteer of The City of Ballarat, the following conditions apply:

- 1. No payment will be made to you by the City of Ballarat, except to possibly cover some out of pocket expenses.
- 2. You are only to carry out the task you have volunteered for.
- 3. Only while you are assisting the City of Ballarat in a volunteering position and clearly defined City of Ballarat business activity and while your assistance is approved / controlled and / or known by the City of Ballarat, will you be covered for public liability insurance, subject to the terms and conditions of the policy.
- 4. While acting as a volunteer, a limited personal accident insurance cover will be effected by the City of Ballarat subject to the terms and conditions for the policy.
- 5. Should an injury occur to you while you are acting as a volunteer for the City of Ballarat you must notify your manager / supervisor immediately, or as soon as practicable.
- 6. Any incident which occurs in which injury or property damage to other parties may arise, must be reported immediately to your manager / supervisor.
- 7. Under the terms of the *Occupational Health and Safety Act, 2004* you must follow all established practices, procedures and instructions of the City of Ballarat which apply to the tasks which you have volunteered to perform.
- 8. You are expected to perform the task you have volunteered to perform with all due care, skill and diligence.
- 9. Volunteers under the age of 16 and above 90 years of age will only be accepted in special circumstances and when insurance cover has been confirmed by the City of Ballarat's insurance company.
- * Please note that some volunteer positions may require additional information or preemployment requirements such as Police Check, Working With Children Check, etc.

Declaration:

If aware, what conditions?

If successful in gaining an interview, you will be required to sign this section.

- I confirm that I have read and understand the above-mentioned conditions and information sheet.
- I declare that the information contained on this form is true and correct.
- I am not aware of any health conditions which might interfere with my ability to perform the functions of a volunteer and that might lead to foreseeable injury to myself or others in the normal course of my duties.

Signature:	Date://	
(Parent / Guardian must co-sign if volunto	eer is under the age of 18 years)	
Parent / Guardian Name:		
Signature:	Date://	

The personal information requested on this form is being collected for Council use, which will be solely used for this primary purpose or directly related purposes.

Should any of your circumstances change, please contact your manager / supervisor.

Please complete attached appendices for your specific area/s of interest.

Appendix 1 Delivered Meals Service (Meals on Wheels)

Service, which is also known as 'Meals on Wheels'.
Please note: the City of Ballarat does not provide motor vehicle insurance for volunteers using their own cars.
What attracted you to volunteering for the Delivered Meals Service?
Are you aware of any specific physical or health conditions which could affect your ability to carryout the tasks of a Delivered Meals Service volunteer? Yes No
If Yes, please give details:
Thank you for your interest in volunteering with the Delivered Meals Service.
Home Library Service
Note: Volunteering with City of Ballarat Home Library Service involves a small amount of lifting, eg. bag of books / library items.
eg. bag of books / library items.
Please give some details of your interest in books and reading.
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Thank you for your interest in volunteering with the Home Library Service.