



Italian Day Centre Volunteer Application Form

Date:.....

1. Your Personal Details			
Title:	First Name:	Surname:	
Street Address:			
Suburb:	State:	Postcode:	
Postal Address:			
Suburb:	State:	Postcode:	
Phone:	Home:	Work:	Mobile:
Email Address:			
Date of Birth:			

2. Your Role			
Volunteering Program:	Fresh Delivered Meals <input type="checkbox"/>	Centre Meals <input type="checkbox"/>	
Role (please circle one):	Driver	Bus Companion	Server Other
If other, please specify:			
Please state why you wish to volunteer with the Italian Day Centre:			

3. Your Availability					
Preferred Volunteering Days:	Mon	Tues	Wed	Thurs	Fri
Number of Hours per Volunteering Shift:					
Frequency of Volunteering:	Daily	Weekly	Fortnightly	Monthly	
Ideal Start Date:					
Other Comments:					

4. Your Skills and Qualifications					
Formal Qualifications:					
(Tertiary, TAFE, TCE, etc)			Organisation:		
Other Qualifications:					
(First Aid Certificate, etc)					
Do you have a current driver's license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Expiry Date:		
Licence Details	Licence No:		Issuing State:		
Do you have your own car?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Car Type:	Manual	Automatic
Does your car have full comprehensive insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Insurance Details:					
NOTE: Transport without full comprehensive insurance CANNOT be used on Italian Day Centre business					
Computer Skills:					
(Microsoft Office, etc)					
Language Skills Other Than English (please indicate your level of comprehension for <i>oral</i> and <i>written</i> communication):					
Language:	Fluency Level:	Basic	Good	Excellent	Fluent / Native
Other Skills and Training:					
Other Interests and Hobbies:					

5. Your Employment and Volunteering History	
Please indicate your most recent paid position:	
Position:	Organisation:
Please indicate your most recent volunteering role:	
Position:	Organisation:
Alternatively, you may attach an updated copy of your CV to this application form	
Referees	
Referee One	Name:
Relationship:	Length of relationship:
Phone:	Email:
Referee Two	Name:
Relationship:	Length of relationship:
Phone:	Email:

6. Parental Consent	
If you are under 18 years of age, parental consent for volunteering is required. Please complete below:	
I, the undersigned, acting as the parent/guardian of the applicant, give permission for the applicant to work as a volunteer with the Italian Day Centre	
Parent/Guardian's Name:	
Relationship to Applicant:	
Phone:	Mobile:
Email:	
Parent/Guardian's Signature:	Date:

7. Your Medical Information	
<i>(Please note that all personal information is kept private and confidential, as per our Privacy Statement)</i>	
Do you have an existing medical condition, disability or injury that may impact on your volunteering?	
If yes, please provide details:	
Please list any medications which may affect your volunteering:	

7. Your Declaration	
<i>Please read the declaration below and sign to complete this volunteer application. Please refer to the Volunteer Coordinator if any clarification is required.</i>	
I, the undersigned, declare that:	
I am applying to volunteer with the Italian Day Centre,	
I will carry out my volunteering tasks in accordance with the Italian Day Centre's Vision, Mission and Values,	
I will maintain a high ethical standard of work, including maintaining confidentiality,	
I have read and agree to abide by the Italian Day Centre's <i>Code of Ethics and Conduct Statement</i> ,	
I understand that I may need to participate in any volunteer recruitment and induction processes, and	
All of the information contained in this application form is true and correct.	
Signature:	Date:
Full Name:	

Privacy Statement
<p>The Italian Day Centre prioritises our volunteers' privacy, therefore all dealings with Italian Day Centre staff, volunteers, clients and members abide by the National Privacy Principles to ensure your privacy is respected and maintained at all times.</p> <p>All personal information obtained through this volunteer application process is designed to benefit both you as a potential Italian Day Centre volunteer, and our organisation to ensure both our needs are met. All personal information will be treated as confidential and will be kept in a secure location at all times. You have the right to access your information at any time, and no information will be shared with any third party unless your expressed permission is obtained beforehand. Please ask to see our Records Management Policy for more information, or speak with our Volunteer Coordinator or Manager.</p>