

VOLUNTEER APPLICATION FORM

PERSONAL DETAILS			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other : _____		
Given Names		Family Name	
Date of Birth	/ /	Country of Birth	
Postal Address	_____ SURBURB _____ POST CODE _____		
Residential Address	_____ SURBURB _____ POST CODE _____		
Telephone	(H) _____ (M) _____		
Email	_____		
Drivers License No	_____		
Residency	Are you a permanent Australian Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No If no: when does your VISA expire? ____/____/____ Passport Number: _____ Please check with the Department of Immigration and Citizenship (DIAC) if you are unsure whether volunteer work will inadvertently breach your VISA conditions.		

CURRENT EMPLOYMENT STATUS	
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee
<input type="checkbox"/> Employer	<input type="checkbox"/> Self-employed – not employing others
<input type="checkbox"/> Unemployed – seeking full-time work	<input type="checkbox"/> Unemployed- seeking part-time work
<input type="checkbox"/> Employed – unpaid worker in family business	<input type="checkbox"/> Not employed – not seeking work

EXPERIENCE/PERSONAL INTERESTS/HOBBIES
<p>We want to get a sense of your previous experience (paid or otherwise) relevant to the volunteering opportunity you wish to pursue with CanDoGroup. We also want to get a picture of your personal interests and hobbies as there may be opportunities to utilise your particular skills and knowledge in areas like bird watching, surf or movie trivia for special events – the more obscure the better.</p> <p>Experience: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Personal Interests and Hobbies: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

AVAILABILITY
<p>How often would you like to volunteer?</p> <p>Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> As required <input type="checkbox"/> Once per year (event(s)) <input type="checkbox"/></p> <p>Please tick days you are available and give approximate times.</p>

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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							

VOLUNTEERING EXPERIENCE

How did you hear about CanDo Group volunteering opportunities?

Do you have previous volunteering experience? Yes No

If yes, specify in what capacity and when _____

Do you have experience working with children/sensory impaired? Yes No

If yes, specify in what capacity and when _____

HEALTH/MEDICAL

Do you have any health or medical issues that may affect the type of work you do as a volunteer?

Yes No

If Yes, please specify

<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Learning
<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Vision	<input type="checkbox"/> Other

Are there any adjustments that you believe we may need to make in order for you to be a successful volunteer? No Yes (please specify) _____

Have you ever had a Workers Compensation Claim? YES NO

If yes, give details including the injury and date of claim _____

TRANSPORT

Do you have a driver's license and is it current? YES NO

If yes, please identify the driver's license number & state of issue _____

Do you have a car you are able to use for volunteer work? YES NO

If yes, identify registration number, make and model _____

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Is your car roadworthy? YES <input type="checkbox"/> NO <input type="checkbox"/>
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EDUCATION/TRAINING/QUALIFICATIONS What was your highest COMPLETED educational level?

<input type="checkbox"/> Year 12 or Equivalent	<input type="checkbox"/> Year 11 or Equivalent
<input type="checkbox"/> Year 10 or Equivalent	<input type="checkbox"/> Year 9 or Equivalent
<input type="checkbox"/> Year 8 or Equivalent	<input type="checkbox"/> Never attended school
<input type="checkbox"/> Still attending Secondary School	

Have you successfully completed any of the following qualifications listed below?
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<input type="checkbox"/> Bachelor of Higher Degree <i>Please specify degree title and approximate year of completion</i> _____	<input type="checkbox"/> Advanced Diploma (or Associate Degree) <i>Please specify degree title and approximate year of completion</i> _____
<input type="checkbox"/> Diploma (or Advanced Diploma) <i>Please specify degree title and approximate year of completion</i> _____	<input type="checkbox"/> Certificate IV or Advanced Certificate/Technician) <i>Please specify degree title and approximate year of completion</i> _____
<input type="checkbox"/> Certificate III (or Trade Certificate) <i>Please specify degree title and approximate year of completion</i> _____	<input type="checkbox"/> Certificate II <i>Please specify degree title and approximate year of completion</i> _____
<input type="checkbox"/> Certificate I <i>Please specify degree title and approximate year of completion</i> _____	<input type="checkbox"/> Certificates other than those listed above _____ _____ _____

REFEREES AND EMERGENCY CONTACT

Referee One Name: _____ Email: _____ Telephone: _____ Relationship: _____	Referee Two Name: _____ Email: _____ Telephone: _____ Relationship: _____
Emergency Contact Name: _____ Email: _____ Telephone: _____ Relationship: _____	

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2011 VOLUNTEERING OPPORTUNITIES		
<i>Select all that you are interested in</i>		
<input type="checkbox"/> Events	<input type="checkbox"/> The Amazing Race www.theamazingrace.com.au 1 May 2011 (30) <input type="checkbox"/> CanDoCaper www.candocaper.com.au October 2011 (80) <input type="checkbox"/> Fringe – Pamphlet Distribution 18 February 2011 (20)	<input type="checkbox"/> The Diva's 2011 (10) <input type="checkbox"/> CanDo4Kids Day 7 April 2011 (30) <input type="checkbox"/> Boys Day Out Lunch September 2011 (10)
<input type="checkbox"/> Administrative Support	<input type="checkbox"/> Administrative Support – One Day Per Week with Facilities @ Hove <input type="checkbox"/> Administrative Support – One Day Per Fortnight Finance @ Hove <input type="checkbox"/> Administrative Support – One Day per Week with Collections (Tuesday)@ DCD	<input type="checkbox"/> Mail Outs @ Hove & DCD Ongoing <input type="checkbox"/> Phone RSVPs CanDo4Kids Day @ Hove 2-3 weeks March and April 2011
<input type="checkbox"/> Collections	<input type="checkbox"/> Easter Craft Fair (CD4K) 22, 23, 24, 25 April 2011 (6) <input type="checkbox"/> Channel 7 Food and Wine Cooking Show 15, 16, 17 April 2011 (6)	<input type="checkbox"/> Building Improvement Show July 2011 (6) <input type="checkbox"/> Royal Adelaide Show September 2011 <input type="checkbox"/> Picking up and dropping off collection boxes in retail outlets (teams of 2)
<input type="checkbox"/> Other <i>There are many other volunteer opportunities with the CanDo Group – we have identified but a few!</i>	<input type="checkbox"/> Graphic Design <input type="checkbox"/> AUSLAN <input type="checkbox"/> Event Photographer <input type="checkbox"/> Musician <input type="checkbox"/> Human Resources <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Finance/Payroll <input type="checkbox"/> Event Coordination <input type="checkbox"/> Hospitality/Bar/Waiting <input type="checkbox"/> Massage <input type="checkbox"/> Face-Painters <input type="checkbox"/> Auctioneer	<input type="checkbox"/> MC/Quiz Master <input type="checkbox"/> Videographer <input type="checkbox"/> Video Editing <input type="checkbox"/> Computer Animation <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

PRIVACY
<p>Your privacy is our priority. CanDoGroup abides by the National Privacy Principles in all its dealings with employees, volunteers and the public.</p> <p>All personal information you have provided will help us process you as a valued volunteer with our organisation and will be treated as confidential.</p>

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VOLUNTEER DECLARATION

In order for us to progress your volunteer application please read below and sign if you agree:

- that information may be sought from your nominated referees and hereby give my consent to the release of relevant information, including employment details.
- that you give your consent to release of information held in Police Department Records once you have signed the Volunteer Agreement and Consent Form.
- you declare that the information contained in this volunteer application form is true and correct
- that you will give your voluntary service to CanDoGroup without pay, to the best of your abilities and to comply will all written and verbal directions
- to attend all induction and training sessions as required to effectively fulfil a volunteer role
- to keep confidential all information and materials concerning CanDoGroup Charities which you know or should reasonably know is confidential
- not bring any claims against CanDoGroup Charities (including directors, officers, employees, contractors, volunteers or agents) for any damage, injury, loss or liability to persons or property caused by your wilful, reckless or negligent acts or omissions while providing voluntary services
- to CanDoGroup Charities keeping any records that you freely give to us for the purpose of an application for a volunteer position with our organisation
- to give permission to CanDo Group to use your image in any promotional material for 2011
- to the SAPOL procedure for the application of a National Police Certificate

Step One: Volunteer completes a PD267 National Police Clearance Form and attends a police station with the form and 100 points of ID for verification.

Please note the Volunteer ONLY requires their ID to be verified at this stage.

Step Two: Volunteer returns application form back to CanDo Group for endorsement – an authorised officer of the organisation will confirm that the volunteer will be interacting with vulnerable groups and will document CanDo Groups VOAN and authorised officer's original Signature on the PD267 application form.

Step Three: CanDo Group will send the application to the Records Release Unit via mail

Step Four: SAPOL receives the application, completes a check of all national criminal history indices and produces a National Police Certificate. The certificate is posted to the Volunteer's nominated residential or postal address

Step Five: The Volunteer provides the original/verified certificate to CanDo Group where the following information is documented: name, address and DOB. Certificate returned to the volunteer.

Signed: _____ Date: ____/____/____

Please complete and forward via hard copy or email:

Samantha Byrnes
Volunteer Coordinator
CanDo Group Charities
a: 262 South Terrace
Adelaide SA 500

e: samantha.byrnes@candogroup.com.au

p: 8100 8237 or 8298 0934

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OFFICE USE ONLY	
Date Received	
Actions Resulting	
Documentation Requirements	<input type="checkbox"/> Completed Volunteer Application Form <input type="checkbox"/> Police Certificate Details Date original/verified certificate sighted: _____ VOAN authorised officer sighting: _____ Name: _____ Address: _____ DOB: _____ Date & method returned to Volunteer: _____ <input type="checkbox"/> Volunteer Photograph <input type="checkbox"/> Drivers License