



# Volunteer Application Form

Thank you for applying to become a volunteer at Ashburton Community Centre (ACC). Please complete this application form to enable us to match your skills and experience to an opportunity that is meaningful and worthwhile.

Name: .....

Address: .....

.....

..... Post Code:.....

Phone: (H) ..... (M) .....

Email: .....

### Availability

Please specify the approximate times you are available: **am** 9am-12noon **pm** 12noon-4pm

Hours Available (Please Tick ✓)	Monday	Tuesday	Wednesday	Thursday	Friday
Weekly	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
Fortnightly	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
Monthly	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>

### Volunteer Opportunities

Volunteering is generally based in the following areas – please let us know your preferences

Supporting a group based on a particular interest Yes / No

Office-based work Yes / No

Events Yes / No

Marketing &/or Social Media Yes / No

**Experience & Skills**

- Resume attached – no need to complete this section
- No Resume – please complete the remainder of this section

**Recent paid employment roles :** .....

.....

.....

**Volunteer roles:** .....

.....

.....

**Formal Qualifications:** *(eg Diploma, Degree, Trade Certificate)*

.....

.....

**Other Training / Certification**  
*(eg First Aid Certificate,)* .....

.....

.....

**Computer Skills**  
*(eg Word, Excel, Power Point, Database)* .....

.....

.....

**Interests and Hobbies** .....

.....

.....

**Referees**

Please provide details of 2 people we may contact as a personal referee

1. Name: .....

Relationship: .....

Contact details .....

2. Name: .....

Relationship: .....

Contact details .....

**Required Checks**

Do you have a current Working With Children Check or Police check ? (All Volunteers are required to produce current checks before appointment can be confirmed).

**YES**  Please provide copies

**NO**  ACC will assist you with this process please discuss at your interview if proceeding.

**NEXT STEP:**

Please return this completed application to the Executive Officer of Ashburton Community Centre, or scan and email to [office@ashburtoncc.org](mailto:office@ashburtoncc.org).

Thank you for your interest in volunteering at the Ashburton Community Centre. We will endeavour to contact you within two weeks of receiving your application to arrange for you to come in to the Centre to chat about joining the team of volunteers.

If there are no current vacancies available we will advise you of this situation at this time and ask if you are happy for us to keep your details on a waiting list.

If you have any queries please contact us and we will be happy to assist you.

*Ashburton Community Centre protects the privacy of information collected on its staff, members and volunteers and satisfies all legal and ethical obligations regarding the protection of private and confidential information as per requirements of Information Privacy Act 1988. All information collected by ACC is treated with confidentiality and is used solely for internal purposes only*



160 High Street  
Ashburton Vic 3147  
[office@ashburtoncc.org](mailto:office@ashburtoncc.org) | 9885 7952

---

**Office Use:**

Contacted: Yes / No Date:

Interview Scheduled Yes / No Date:

Exec Officer Signature .....