

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:		
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	Saturday	Sunday
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"/>	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"/>	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
Monthly (or event based)	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"/>	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
Digital Mentoring	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:
Previous volunteer roles:
Formal Qualifications: (e.g. Diploma, Degree, Trade Certificate)
Other Training / Certification (e.g. First Aid Certificate)
Computer Skills (e.g. Microsoft Office such as Word or Excel, Database software)
Interests and Hobbies:

Referees

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

Name:	
Relationship:	
Contact Details:	

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 email your completed form to 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

Ashburton Community Centre
160 High Street
Ashburton VIC 3147
office@ashburtoncc.org | Phone 9885 7952

Office Use:

Contacted: Yes / No Date:

Interview Scheduled Yes / No Date:

Exec Officer Signature