



# 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.

## Your Details

Name: .....

Address: .....

.....

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

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

Email: .....

## Volunteer Opportunities

Are you applying for a particular role?

Yes:

Which Role: .....

Where is this role advertised: .....

No: Volunteering options are 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

## 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"/>						
Fortnightly	am <input type="checkbox"/> pm <input type="checkbox"/>						
Monthly	am <input type="checkbox"/> pm <input type="checkbox"/>						

## 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      Yes / No (If yes, please attach a copy)
- Police check?      Yes / No (If yes, please attach a copy)

*(All Volunteers are required to produce current checks before appointment can be confirmed. ACC will support you with getting any checks required for the volunteer role.)*

## NEXT STEP:

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

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 advise you of any appropriate roles and potentially arrange for you to come into the Centre to discuss your involvement..

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

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### Office Use:

Contacted:                      Yes / No                      Date:

Interview Scheduled      Yes / No                      Date:

Exec Officer Signature .....