

Office Use Only	
Interview	<input type="checkbox"/>
Entered Database	<input type="checkbox"/>
Referee Check	<input type="checkbox"/>
Police Check	<input type="checkbox"/>
Working with Children Check	<input type="checkbox"/>
Training Completed	<input type="checkbox"/>
Referral Completed	<input type="checkbox"/>

Making education a reality



VOLUNTEER APPLICATION FORM

Thank you for your interest in volunteering with Ardoch Youth Foundation. Please complete the form below to enable us to identify volunteer opportunities best matched to your availability, skills and interests. Please note that, in accordance with Ardoch Youth Foundation's Policy and Procedures, Equal Opportunity guidelines apply to the consideration of all information given.

1. Date:

2. Name:

3. Date of Birth:

4. Address:

5. Contact Details:

6. Emergency Contact:

Home:

Name:

Work:

Work:

Mobile:

Mobile:

Email:

Relationship:

7. Referred to Ardoch by:

8. Are you currently:

Employed

At home

Self-employed

Studying

Unemployed/ on leave from work

Retired

Other

Please specify:

9. Do you speak any languages other than English?

Yes

No

Please specify:

10. Please list any voluntary positions previously and/or currently held (and the name/s of the corresponding organisation/s):

11. Skills and Life Experience:

Please detail skills or experience you consider relevant to your application.

12. Education and Training

Please list any post-secondary/ tertiary studies or qualifications/ courses e.g. First Aid - either completed or in progress

13. What are your reasons for wanting to volunteer with Ardoch?

14. Please indicate your preferred location for volunteering:

- Melbourne's Inner South
(areas include St Kilda, Elwood, Port Melbourne, Prahran, Caulfield and Moorabbin)
- Central Melbourne
(areas include Richmond and Fitzroy)
- Melbourne's West
(areas include Ardeer, Braybrook, Sunshine and Sunshine North)
- Melbourne's Outer South
(areas include Frankston, Frankston North, Carrum Downs and Seaford)
- Geelong
(areas include Corio and Geelong East)

15. Please indicate your primary area of interest:

- Early Childhood (Inner South and Geelong only)
- Primary School (all areas)
- Secondary School (Inner South and Geelong only)

16. Please indicate the subjects/ areas you could provide assistance with:

17. Ardoch occasionally has one off opportunities or special projects which require additional support. Please indicate any additional areas of interest below. Please also note - these opportunities are based from our St Kilda office.

- Administration/ Office Support (Inner South only)
- Direct Service (Inner South only)
- Marketing/fundraising (Inner South only)

18. Are you available to volunteer during school hours?

(Please note that most school based volunteering takes place during school hours, however there are some opportunities for before/ after school involvement or during office hours)

- Yes No

19. Are you available to volunteer a minimum of 2 hours per week?

- Yes No

20. Are you available to volunteer for a minimum of six months?

- Yes No

If 'No', please specify the period of time you can commit to:

21. Are you prepared to attend volunteer training prior to the commencement of your placement?

Yes

No

22. Please nominate the days and times you are available to volunteer:

Monday

AM/PM - AM/PM

Tuesday

AM/PM - AM/PM

Wednesday

AM/PM - AM/PM

Thursday

AM/PM - AM/PM

Friday

AM/PM - AM/PM

23. Do you have any disability, illness or injury which may limit your ability to perform the role?

Yes

No

Please provide details:

24. Are you under investigation for any criminal offences or have you previously been convicted of any criminal offences?

Ardoch Youth Foundation actively promotes the protection and wellbeing of children and young people. In accordance with Ardoch's Youth Safe Guard Policy, we request that volunteer applicants disclose the details of any past charges and/ or criminal offences for which they are currently under investigation. An applicant will not be automatically precluded from a volunteer placement on the basis of having a criminal record. Ardoch will examine the relevance of an individual's particular record in relation to the requirements of the volunteer role. All information supplied by the applicant will be treated with strict confidentiality.

Yes

No

Please provide details:

25. Do you consent to undertake a Police Check prior to voluntary placement?

Yes

No

26. Do you consent to undertaking a working with children check required under the *Working with Children Act 2005* prior to voluntary placement?

Yes

No

27. Are you seeking voluntary work to fulfil the requirements of a tertiary placement?

Yes

No

If 'Yes', please provide the name of your course, tertiary institution and your placement requirements:

28. Are you volunteering to meet Centrelink requirements?

Yes

No

If 'Yes', please state the number of hours you are required to work each week:

29. How would you prefer to receive Ardoch's newsletter?

Email

Post

30. Referees

Please provide the names of two referees who have known you **personally (other than relatives) for a minimum of twelve months**. In selecting your referees, please select people who are able to speak objectively about your suitability for the position.

Name:

Name:

Occupation:

Occupation:

Relationship:

Relationship:

Phone (w):

Phone (w):

Phone (h):

Phone (h):

Mobile:

Mobile:

Email:

Email:

31. Declaration

I certify that my answer to each of the above questions is true and that the information provided is correct.

Signature:

Date:

Please return completed form to:

Kylie Paine
Volunteers Coordinator
Ardoch Youth Foundation
198 St Kilda Road
St Kilda VIC 3182

Email: kylie.paine@ardoch.asn.au

Fax: (03) 9537 3211

For further information, contact the Ardoch Centre on (03) 9537 2414 or info@ardoch.asn.au

Thank-you for applying to volunteer with Ardoch!