



**VOLUNTEER
APPLICATION FORM
Confidential**

Site

Name			
Preferred name			
Address			Postcode
Telephone	Home	Work	Mobile
Email			
Emergency contact details			
Name			
Address			Postcode
Telephone	Home	Work	Mobile
Email			
Relevant qualifications, skills, volunteering, or work experience			
Languages spoken other than English			
Why would you like to become a volunteer?			
Special skills, interests, or talents you would enjoy sharing			
What days of the week are you available?			
What times are you available?			



**VOLUNTEER
APPLICATION FORM
Confidential**

Site

Preferred activities or roles (please tick any areas you may be interested in)		
<input type="checkbox"/> Sporting interests	<input type="checkbox"/> Current affairs	<input type="checkbox"/> Gardening
<input type="checkbox"/> Active games	<input type="checkbox"/> Reading	<input type="checkbox"/> Pets
<input type="checkbox"/> Exercises	<input type="checkbox"/> Relaxation	<input type="checkbox"/> Walking
<input type="checkbox"/> Letter writing	<input type="checkbox"/> Church	<input type="checkbox"/> Footy tipping
<input type="checkbox"/> Tables games	<input type="checkbox"/> Craft	<input type="checkbox"/> Happy hour
<input type="checkbox"/> Musical activities	<input type="checkbox"/> Bingo	<input type="checkbox"/> Special events
<input type="checkbox"/> Outings	<input type="checkbox"/> Word games	<input type="checkbox"/> Cooking
<input type="checkbox"/> Discussions	<input type="checkbox"/> Individual visiting	<input type="checkbox"/> Office support
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Sewing	<input type="checkbox"/> Program preparation
<input type="checkbox"/> Escort	<input type="checkbox"/> Domestic support	<input type="checkbox"/> Care of equipment
<input type="checkbox"/> Assisting clients to maintain links with the veteran community	<input type="checkbox"/> Other	

Information item 1 – referee authority

A minimum of two reference checks must be carried out with suitable referees. No references from family members will be accepted. Acceptable referees are:

- A Vasey RSL Care staff member, client, client family member, or other volunteer who knows the applicant
- Employers for whom the applicant has worked within the last five years.
- A supervisor for whom the applicant has volunteered at another organisation within the last five years.
- Academic or teacher who has taught the applicant within the last five years.
- Leader of a community group of which the applicant is a member
- Religious leader who has known the applicant for more than a year.
- A professional such as those detailed below who has known the applicant for more than a year:
 - Teacher
 - Doctor
 - Pharmacist
 - Social Worker
 - Community Development Worker
 - Justice of the Peace
 - Lawyer
 - Physiotherapist or other allied health professional
 - Accountant

Referees may be accepted from referee types not detailed here. Seek advice from the Human Resources Department in such cases.



**VOLUNTEER
APPLICATION FORM
Confidential**

Site

To assist with gaining volunteering with Vasey RSL Care, I hereby agree to the nominated persons detailed by me on this form and or detailed on my resume as provided, acting as referees and being contacted for the purpose of seeking referee information regarding my suitability for volunteering in aged care.

- I confirm that the above referees have been contacted by me and have consented to acting as a referee on my behalf.
- I understand that failure to gain the consent of the persons listed above to act as referees may result in Vasey RSL Care not considering me for volunteering.
- I further understand that only information for the purpose of assessing my suitability for volunteering will be sought from the referees, and that such information will be handled in accordance with the Vasey RSL Care privacy policy, including the provision of access to that information.
- I understand that should my application be unsuccessful, all information regarding my application including referee checks will be destroyed.

I declare that none of the listed referees are family members or relation by blood or marriage, or a friend.

Please list two people who would act as referees for you

Name

Address

Postcode

Telephone Home

Work

Mobile

Relationship to you

Name

Address

Postcode

Telephone Home

Work

Mobile

Relationship to you

Information item 2 – police check

In accordance with Police Certificate Guidelines for Aged Care Providers the following information is provided.

- Legislation requires that to be considered for employment, volunteering or student placement you must undergo a check of your national police record.
- Vasey RSL Care will request the police certificate on your behalf with your written consent. Failure to provide consent will result in you not being able to be considered for employment, volunteering or student placement with our organisation. Written consent will be obtained from you in the event that you are short listed to continue through the selection process.



**VOLUNTEER
APPLICATION FORM
Confidential**

Site

- The following types of disclosable records will exclude you from being considered for employment, volunteering or student placement with Vasey RSL Care:
 - Conviction of a murder or sexual assault
 - Conviction of and sentenced to imprisonment for any other form of assault
- Any other disclosable records will also be assessed, and may or may not result on exclusion from being considered for employment, volunteering, or student placement.
- You may access a copy of any police certificate Vasey RSL Care holds on you by requesting a copy in writing from the Human Resources Manager.
- Any police certificate will only be held by Vasey RSL Care for as long as it is required by legislation, after which it will be destroyed.
- Any police certificate will viewed by relevant Vasey RSL Care management persons for the purpose of assessing suitability for aged care, or by approved persons from statutory bodies or relevant government departments for the purpose of ensuring regulatory compliance or other relevant purpose.

Any offer of employment, volunteering or student placement made to you is dependant on a satisfactory outcome of the national police record check that you authorise Vasey RSL Care to undertake.

Information item 3 – statutory declaration – suitability assessment

In accordance with Police Certificate Guidelines for Aged Care Providers the following information is provided. All persons short listed to continue with the selection process will be required to complete a statutory declaration indicating the following:

- If since turning 16 years of age, have you been a citizen or permanent resident of a country or countries other than Australia.
- And that you have never:
 - Been convicted of murder or sexual assault
 - Convicted of and sentenced to imprisonment for any other form of assault

Refusal to meet this requirement will result in you not being able to be considered for employment, volunteering, or student placement with Vasey RSL Care.

Information item 4 – pre existing injury or disease

Are you aware of any pre-existing injuries or diseases suffered by yourself that may be affected by the proposed employment as outlined in the Position Description provided? Yes No

If yes, please provide details



**VOLUNTEER
APPLICATION FORM
Confidential**

Site

Information item 5 – privacy/health information collection/appeals

In accordance with National Privacy Principle 1.3 and/or Health Privacy Principle 1.4, the following information is provided:

- A) The collecting organisation is Vasey RSL Care, which can be contacted by telephone on (03) 9818 4528, or in writing to:
Human Resources Manager
Vasey RSL Care
2 Manningtree Rd
HAWTHORN VIC 3122
- B) You may request access to any personal or health information we hold on you.
- C) The primary purpose for the collection of your personal and/or health information is to consider you for employment with Vasey RSL Care.
- D) Your personal and/or health information may usually be disclosed to your nominated referees, should we conduct a referee check on you.
- E) The *Victorian Occupational Health and Safety Act 2004 (Vic)*, and the *Accident Compensation Act 1985* may require, in certain circumstances, your health information to be collected by us.
- F) The main consequence of personal or health information not being provided is that we may not be able to consider you for employment with Vasey RSL Care.
- G) Should you apply for a position with Vasey RSL Care and your application is not successful, all personal information you have provided will be destroyed along with all details of the recruitment process pertaining to you.
- H) Unsuccessful applicants wishing to appeal the outcome of the recruitment process you must do so within 2 business days of being advised of the outcome via the Staff Grievance process, which may be obtained from the relevant General Manager Head or Residential Manager

Applicant declaration

I, _____ declare that:

Please write name

- The details I have completed on this form and information provided are true and accurate in every particular
- That I have read and understood information items 1, 2, 3, 4, & 5 on this application form

Signature

Date