



## VOLUNTEER APPLICATION

### Personal Details

NAME		DOB	
MOBILE			
EMAIL			
ADDRESS			
EMERGENCY CONTACT NAME		MOBILE	

### Availability (Please tick)

Shifts	9:30am – 1.00pm	12:30pm – 4.00pm	Functions after 5.00pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

We are open Wednesday to Sunday from 10am to 4pm and closed Christmas Day, Boxing Day, New Years Day and Good Friday. Volunteer meetings & training sessions are held on a regular basis and volunteers are encouraged to attend.

### What has inspired you to volunteer at the gallery?

- |  |   |
|--|---|
| <input type="checkbox"/> Centrelink requirement<br><input type="checkbox"/> Car Enthusiast<br><input type="checkbox"/> Meet new people | <input type="checkbox"/> Learn new skills<br><input type="checkbox"/> Cartoon Enthusiast / Artist<br><input type="checkbox"/> Other _____ |
|--|---|

**What experience do you have:**

<input type="checkbox"/> Reception/Customer Service	<input type="checkbox"/> Exhibition installation
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Marketing / Social Media
<input type="checkbox"/> Computer Graphics	<input type="checkbox"/> Gardening
<input type="checkbox"/> Word Processing	<input type="checkbox"/> Maintenance/Handyperson
<input type="checkbox"/> Food Service	<input type="checkbox"/> Other _____

**Do you have (not essential):**

<input type="checkbox"/> Police check	<input type="checkbox"/> Working with children check
<input type="checkbox"/> Responsible Service of Alcohol	<input type="checkbox"/> Drivers Licence
<input type="checkbox"/> Other _____	

Please read this declaration and indicate your understanding by signing below:

- I agree to work under the guidance of the designated supervisor and/or manager.
- I understand that it is my responsibility to judge my own fitness to carry out the duties assigned to me. I understand I must advise the designated supervisor if I believe a task is beyond my capability for whatever reason.
- I agree to inform my supervisor and/or manager as soon as reasonably practicable of any injuries sustained whilst undertaking volunteer activities.
- I am willing to undertake any training necessary in relation to my volunteering services to ensure that I comply with all policies and legislative obligations.
- I understand as a volunteer I am expected to maintain standards of confidentiality, courtesy, personal presentation and organisational discipline.
- I agree not to remove items or download information from the National Cartoon Gallery / National Holden Motor Museum without knowledge or permission of the manager.
- I agree to work in a constructive and cooperative way with management and other voluntary workers and comply with safety procedures.
- I agree to contact the designated roster person, supervisor and/or manager within a good time frame if I am not available to work in my regular time frame or would like to vary my regular working schedules.
- I understand that I am volunteering my services at The Bunker and will not receive remuneration for my services and that I will inform management if I no longer wish to continue my engagement.
- I understand that management may terminate my volunteering services at any time if I do not comply with any aspect of this agreement and demonstrate an acceptable code of conduct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Office Use Only**

Interviewer	_____	Date	_____
Inducted by	_____	Date	_____
Entered in CRM Database by	_____	Date	_____