

Volunteer Application Form



Thank you for your interest in volunteering with the City of Ballarat.

To express your interest as a volunteer, please complete the enclosed Volunteer Application Form. Return the completed form and all supporting documents to your area of interest.

Police Checks

If you have a current National Police History check (no more than 6 months old) please provide a copy with this application. Otherwise, you will be required to undergo a National Police History Check later in the recruitment process.

Working with Children Check

Most volunteers are required to possess a valid Working with Children Check Card. If you already possess a Working with Children Check card, please provide a copy with this application.

All volunteers will be unable to commence without a National Police History Check and in some cases a Working with Children Check.

Corporate Induction

All volunteers are required to attend the Corporate Induction upon commencement and are required to read and sign the Code of Conduct along with accompanying policies.

Further Information

If you require further information about volunteering at the City of Ballarat, please make contact with the relevant area:

Events/Begonia Festival

events@ballarat.vic.gov.au

Ballarat Ambassadors

applications@ballarat.vic.gov.au

Animal Shelter

animalshelter@ballarat.vic.gov.au

Parent Place

parentplace@ballarat.vic.gov.au

Gymnastics

balcschoolsgymnastics@ballarat.vic.gov.au

Meals on Wheels

mealsonwheels@ballarat.vic.gov.au

Regards,

People & Culture



Ideas and Strategy Spaces



Collaboration and Creativity Spaces



Process and Productivity Spaces



Quiet Reflection Spaces

Volunteer Application Form

Personal Details

Full Name:			
Postal Address:			
Home Phone:		Mobile:	
Email Address:			
Parental Permission (If you are under the age of 18, you will need parental permission to volunteer.)	Parent/Guardian name: _____ Permission granted: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Please indicate the area you would like to volunteer for: (please tick)

NB: Working with Children and National Police Check will be required for all adult applicants in these roles.

<input type="checkbox"/>	Animal Shelter	<input type="checkbox"/>	Ballarat Ambassadors	<input type="checkbox"/>	Begonia Festival
<input type="checkbox"/>	Events	<input type="checkbox"/>	Gymnastics (BALC)	<input type="checkbox"/>	Harmony Festival
<input type="checkbox"/>	Meals on Wheels	<input type="checkbox"/>	Parent Place	<input type="checkbox"/>	

Please indicate your availability:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Frequency/Timing:
Start Date:	End Date: (if applicable)



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What areas of knowledge and skills can you offer as a volunteer? Include details of relevant qualifications, licences, etc.

What do you hope to achieve from volunteering with the City of Ballarat?

Please outline any previous work and or volunteer experience.

Centrelink:

Is your application a requirement as part of a Centrelink payment?	Yes
	No
If yes, do you consent the City of Ballarat to provide information to Centrelink?	Yes
	No

Please include with your application a copy of the following.

A current Resume (if available)	Names and contact details of two referees (who are not family members)
A current Police Check (if available)	A current WWC Check
A current drivers licence (if applicable)	



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Name of Referee (Direct Supervisor if possible)	Company and Position	Contact Phone Number
1.		
2.		

Declaration:

Your personal information is being collected by City of Ballarat for the purpose of processing your application. Your information will be stored in Council’s Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council’s Privacy Policy at www.ballarat.vic.gov.au

I consent to the collection / use/ disclosure of my information on this form.

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation.

Signature:

Signature of Applicant:		Date:	
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Please return this completed form and all supporting documents to each of your areas of interest:

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|-------------------------|--|
| Events/Begonia Festival | events@ballarat.vic.gov.au |
| Ballarat Ambassadors | applications@ballarat.vic.gov.au |
| Animal Shelter | animalshelter@ballarat.vic.gov.au |
| Parent Place | parentplace@ballarat.vic.gov.au |
| Gymnastics | balcschoolsgymnastics@ballarat.vic.gov.au |
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