

# Volunteering 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 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 month 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.

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

Ballarat Ambassadors [visitoreconomy@ballarat.vic.gov.au](mailto:visitoreconomy@ballarat.vic.gov.au)

Animal Shelter [animalshelter@ballarat.vic.gov.au](mailto:animalshelter@ballarat.vic.gov.au)

Parent Place [parentplace@ballarat.vic.gov.au](mailto:parentplace@ballarat.vic.gov.au)

Gymnastics [balcschoolsgymnastics@ballarat.vic.gov.au](mailto:balcschoolsgymnastics@ballarat.vic.gov.au)

Kind regards

## People and Culture

<p><b>We are honest and transparent</b></p>  <ul style="list-style-type: none"> <li>• We tell the whole story.</li> <li>• We provide a context and rationale for our decisions.</li> <li>• We trust each other enough to be honest.</li> </ul>	<p><b>We are accountable</b></p>  <ul style="list-style-type: none"> <li>• We do what we say we will do, when we say we will do it.</li> <li>• We learn from our mistakes and celebrate our successes.</li> <li>• We back up our teammates and also hold them to account with kindness and respect.</li> </ul>	<p><b>We value everyone</b></p>  <ul style="list-style-type: none"> <li>• We show respect to everyone, even if we disagree.</li> <li>• We ensure everyone has access to opportunities.</li> <li>• We are approachable regardless of our position in the organisation.</li> </ul>	<p><b>We work with and for our community</b></p>  <ul style="list-style-type: none"> <li>• We seek to understand our community's needs and take action to meet those needs.</li> <li>• We engage with our community and share what we are doing and why.</li> <li>• We manage our resources responsibly and sustainably.</li> </ul>	<p><b>We work together</b></p>  <ul style="list-style-type: none"> <li>• We work towards common goals.</li> <li>• We support each other through the highs and lows.</li> <li>• We look for the best in each other.</li> </ul>
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<b>Personal Details</b>		
Full Name:		
Email Address:		
Postal Address:		
<b>Parental Permission</b> (if you are under the age of 18, you will need parental permission to volunteer)  Please confirm if under the age of 15 Yes <input type="checkbox"/>	Parent/Guardian name: _____  Contact details: _____  Permission Granted: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Please indicate the area you would like to Volunteer for: (please tick)</b>  <b>NB: Working with Children and National Police Check will be required for all adult applicants in these roles.</b>		
Visitor Centre <input type="checkbox"/>	Animal Shelter <input type="checkbox"/>	Parent Place <input type="checkbox"/>
Youth Services <input type="checkbox"/>	Ballarat Ambassadors <input type="checkbox"/>	
Other ( <i>please specify</i> ):		
<b>Please indicate your availability: Days, Frequency and/or times</b>		
Monday <input type="checkbox"/>		
Tuesday <input type="checkbox"/>		
Wednesday <input type="checkbox"/>		
Thursday <input type="checkbox"/>		
Friday <input type="checkbox"/>		
Saturday <input type="checkbox"/>		
Sunday <input type="checkbox"/>		

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

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

**Please outline any previous work and or volunteer experience.**

<b>Please provide Names and Contact details of two referees <i>(who are not family members)</i></b>			
<b>Name of Referee (Direct Supervisor if possible)</b>	<b>Company and position</b>	<b>Contact Phone Number</b>	<b>Email</b>
<b>1.</b>			
<b>2.</b>			

<b>Centrelink:</b>		
	Is your application a requirement as part of a Centrelink payment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, do you consent the City of Ballarat to provide information to Centrelink?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Check List: please provide following with your application:</b>	
A current resume (if available) <input type="checkbox"/>	Names and contact details of two referees (if available) <input type="checkbox"/>
A current Police Check (if available) <input type="checkbox"/>	A current Working with Children (if available) <input type="checkbox"/>
A current driver's licence (if applicable) <input type="checkbox"/>	

<b>Declaration:</b>
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Your personal information is being collected by City of Ballarat for the purpose of processing your application. Your information will be stored in Councils' Customer Database and use 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 Councils Privacy Policy at [Privacy Policy](#)

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 statement or knowingly withheld information may result in termination of your volunteer status with this organisation.

I agree:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Please return this completed form and all supporting document to**

**[volunteer@ballarat.vic.gov.au](mailto:volunteer@ballarat.vic.gov.au)**

**or post to People and Culture, PO Box 655, Ballarat, Victoria 3353.**