

VOLUNTEER APPLICATION & INDUCTION INFORMATION

VOLUNTEER APPLICATION

NAME:			
ADDRESS:			
DATE OF APPLICATION:			
EMAIL:			
MOBILE:		HOME PHONE:	
GENDER IDENTITY:	M	F	OTHER

EMERGENCY CONTACT DETAILS:

NAME:	
CONTACT NUMBER:	
RELATIONSHIP:	

PLEASE INDICATE THE NIGHTS YOU ARE AVAILABLE

MONDAY:	Yes	No
TUESDAY	Yes	No
WEDNESDAY	Yes	No
THURSDAY	Yes	No
SUNDAY (MONTHLY COOK-UP)	Yes	No

PLEASE INDICATE YOUR AVAILABILITY

WEEKLY:	
FORTNIGHTLY:	
MONTHLY:	
OTHER:	

CAN YOU TOW AND REVERSE A VAN?	Yes	No
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You are required by law to obtain a Working with Children check (WWC). Please include a scanned/photocopy of this document with your application. If you have this document in your current employment position, you can forward a copy along with your application. <https://www.vic.gov.au/working-with-children-check>

DO YOU HAVE A CURRENT FIRST AID CERTIFICATE?	Yes	No
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ARE YOU INTERESTED IN BEING PART OF THE FOLLOWING WITH THE CAREVAN TEAM?

TEAM LEADER		COMMITTEE MEMBER:		COOK-UP ONCE A MONTH:	
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NOTE: Please print and fill in the details on this form.

Forward this document along with your Working with Children document to the Volunteer Coordinator either by email (scan your documents); or Australia Post listed below.

CONTACT DETAILS:

Volunteer Coordinator
 Email: info@carevanwangeratta.org.au
 Ph: 1300 998 225
 PO Box 3040 Yarrunga LPO, Wangaratta, Victoria, 3677

<i>Office Use Only</i>	
Included on the Volunteer Register	Date:
Induction at Avian Park	Date:
Induction Paperwork for Volunteer has been Provided	Date:
WWW Completed	Date:

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VOLUNTEERING GUIDELINES

YOUR RIGHTS AND RESPONSIBILITIES

Why did you volunteer? Carevan Wangaratta is a cause that is close to your own heart and you want to help. Thank You!

We know that by volunteering you are generously donating your time, skills and efforts. But a volunteer environment is still a workplace, and as such, you have certain responsibilities that must be upheld. And of course, you have rights as well!

The following list is the basis of your rights as a volunteer

YOU HAVE THE RIGHT:

- To work in a healthy and safe environment (refer to your State's Work Health and Safety Act[s]);
- To be accepted as a volunteer in accordance with equal opportunity and anti-discrimination legislation;
- To be adequately covered by insurance;
- To be given accurate and truthful information about the organisation for which you are working;
- To be given a copy of the organisation's volunteer policy and any other policy that affects your work;
- To have a job description and agreed working hours;
- To have access to a grievance procedure;
- To be provided with orientation to the organisation;
- To have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988; and
- To be provided with sufficient training to do your job.

BEFORE YOU START, YOU SHOULD CHECK THAT:

- The organisation is a legitimate volunteer involving organisation
- The purpose of the organisation matches your own values and beliefs
- The organisation carries public liability and volunteer personal accident insurance
- Your role is clear and specific
- The organisation can provide you with written information about its purpose and activities
- You are satisfied that the funds of the organisation are expended in accordance with its mission.

So now that we have covered your rights, here are your responsibilities

ALL VOLUNTEERS ARE EXPECTED TO:

- Respect confidentiality and privacy
- Be punctual and reliable
- Carry out the duties listed in your volunteer position description
- Be accountable
- Give notice if your availability changes or you are leaving the organisation
- Report any injuries or hazards that you notice in the workplace
- Adhere to the organisation's policies and procedures
- Deal with complaints in the appropriate manner
- Undertake training as requested
- Ask for support when needed
- Support other team members

HOW TO APPLY FOR A WORKING WITH CHILDREN CHECK

Go to Dept. of Justice web site: www.justice.vic.gov.au

- Click on Licences & Certificates
- Click on Working with Children check
- Click on Start Application
- Make sure you register as a volunteer not an employee (this makes the check free)
- When asked to nominate the “code” that best suits the organisation; select 40.

When your Working with Children card is issued, please provide Wangaratta Carevan Inc. with a photocopy/scanned image for our records.

Please make sure that the copy sent through is CLEAR and not a dark scan. Information must be easily read.

The Volunteer Coordinator will then liaise with you to provide information and an induction to Wangaratta Carevan Inc.

We are completely run by volunteers and are very grateful for your interest/application to join our amazing team of volunteers at Wangaratta Carevan Inc.

Kindest Regards

Wangaratta Carevan Inc.

1300 998 225

info@carevanwangaratta.org.au

www.carevanwangaratta.org.au

PO Box 3040 Yarrunga LPO, Wangaratta, Victoria, 3677 Australia

NOTE: please print and fill in the details on all forms. Scan the Volunteer Application Form, along with your Working With Children document and return to the Volunteer Coordinator either by email (your scanned documents) or Australia Post (your photocopied documents) as listed above.



it's easier to care than to turn away

Welcome to Volunteering With Carevan. Thank you for joining our Team of dedicated Volunteers.

- ❖ Carevan is **NOT** a Soup Kitchen.
- ❖ Please always serve in a non-judgmental way.
- ❖ The Team Leader is usually the person on the other side of the counter, chatting with clientele and distributing meals.
- ❖ It is a totally voluntary service – from Team Leaders to committee members; to Food Coordinator, Volunteer Coordinator and Marketing & Media Coordinator; there are **no** paid personnel for the organisation.
- ❖ When joining Wangaratta Carevan Inc., you have made a commitment to yourself and the organization of time you have stated is available. Circumstances come up for all of us and there may be times you are unable to fulfill your shift on the van.

Please be aware that it is your responsibility to let the Team Leader know as early as possible of the changes in your circumstance. The Team Leader will contact you to ask for your availability on your scheduled shift. Please respond to that text/phone call to allow the Team Leader to make other arrangements if you have to cancel the shift.

OUR MISSION IS TO

MAKE A DIFFERENCE

