



## VOLUNTEER APPLICATION

You may return this application via e-mail: [volunteering@northcott.com.au](mailto:volunteering@northcott.com.au)

Fax: 02 9683 2827 OR Post:

**Northcott Disability Services**  
PO Box 4055, Parramatta NSW 2124  
**Attention: Volunteer Coordinator**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Fax Number \_\_\_\_\_ Birthdate (optional) \_\_\_\_/\_\_\_\_/\_\_\_\_

E-Mail Address \_\_\_\_\_

May we contact you during work hours? Yes  No

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

### EMPLOYMENT

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Employed: Full-Time  Part-Time  No

Please list the two most recent jobs you have held (excluding present position):

1. \_\_\_\_\_

2. \_\_\_\_\_

### EDUCATION

Are you currently in school: Full-Time  Part-Time  No

High School/TAFE/University Name \_\_\_\_\_ Area of Study \_\_\_\_\_

## OTHER DETAILS

Please list volunteer experiences:

Current: 

Agency	Dates
_____	

Past: \_\_\_\_\_

How did you hear about Northcott? \_\_\_\_\_

Do you have experience working with people with disabilities? Yes  No

Please describe: \_\_\_\_\_

What do you hope to gain from your volunteer work? \_\_\_\_\_

Do you have a medical condition or are you taking any medication that we should be aware of?

Yes  No  If yes, please specify: \_\_\_\_\_

Is there any reason why you would not be able to perform certain tasks as a volunteer? (e.g. Bad back, cannot lift) Yes  No

If yes, please specify: \_\_\_\_\_

Do you have a valid driver's licence? Yes  No  Insurance Policy No. \_\_\_\_\_

Type of Licence \_\_\_\_\_ Licence No. \_\_\_\_\_

Would you be willing to use your car for a volunteer assignment? Yes  No

Would you be willing to drive an agency vehicle for client outings? Yes  No

Have you ever been convicted of any criminal offence? Yes  No

If yes, please explain: \_\_\_\_\_

## AVAILABILITY

Which days of the week would you prefer to work with us?

Monday  Tuesday  Wednesday  Thursday  Friday  Weekends

Times available:

Mornings  Afternoons  Evenings  All Day  Specific Hours

## VOLUNTEER OPPORTUNITIES please check your interest(s)

**RECREATION ASSISTANT:** Assist with recreational and leisure group activities for children and adults such as camps, carnivals and community outings to restaurants, movies, bowling, concerts and sporting events.

**TEACHERS/TEACHING ASSISTANTS/TUTORS:** Design and conduct classes in your area of expertise (where there is interest) and/or teach a skill one-on-one.

Classes you could teach 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**GENERAL SUPPORT:** Assist with clerical and program support with tasks such as data entry, telephone support, mailings, research, special projects, organising equipment and distributing information.

**SPECIAL EVENT ASSISTANT:** Assist with pre-event administration, set-up of event, registration and logistic for events such as International Day of People with a Disability, Northcott's Annual Cricket Legends Lunch and Celebrity Doodle Auction. You can also support Spina Bifida Awareness Week (September 1-7) by appearing as the Northcott Spina Bifida Group mascot Spinasaurus (a blue dinosaur) during presentations at local schools.

**SUPPORT SERVICES VOLUNTEER:** Assist people with disabilities in their home or the community with activities such as companionship, administrative tasks, errands, shopping, medical appointments and social outings.

Assist with individual or group activities in centre-based respite, long-term accommodation locations or the Out of School Hours (OOSH) program with activities such as outings to the beach, movies and shopping. In-house activities could include pizza and disco nights, barbecues, craft activities and much more.

## SPECIAL SKILLS, INTERESTS, TALENTS

Teaching

Driving

Library Skills

Phone Skills

Nursing/Medical

First Aid Certified

Counselling

Beauty/Fashion

Data Entry

Accounting

Fund Raising

Graphic Design

Webpage Design

Marketing

Photography

Writing/Editing

Fishing

Camping

Gardening

Sewing

Music/Dance

Sailing

Skiing

Art/Drama

Do you have additional areas of expertise, special skills and/or talents? \_\_\_\_\_

Language/s spoken other than English? \_\_\_\_\_ Ethnicity (optional) \_\_\_\_\_

Are you of Aboriginal or Torres Straight Islander background (optional)?  Yes  No

## REFERENCES

Please list the names and complete addresses of two people (**other than relatives**) who have known you for at least two years:

**Employer Reference or Personal Reference:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

**Volunteer Supervisor or Personal Reference:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

**PHOTO CONSENT**

A major objective of Northcott Disability Services is to educate the public about disabilities. To accomplish this, Northcott frequently sends press releases and photographs to the media (newspapers, radio, television and the Internet). It is the right of the individual whether or not to consent to the use of his/her photograph and/or name for the above publicity purposes. I hereby authorize Northcott to use any photographs taken during my volunteer service of me and/or my property. Yes  No

**PRIVACY AND CONFIDENTIALITY**

We respect your right to privacy and the protection of your personal information. Northcott Disability Services is bound by the National Privacy Principles (*privacy laws which commenced from 21 December 2001*), and any Health Privacy Principles under state legislation. The information in this document will be used by Northcott to request volunteer assistance, for mailings associated with your volunteer role, and for insurance purposes where relevant.

**VOLUNTEER AGREEMENT**

I understand that Northcott will check my references and/or criminal history record as part of the screening process. To the best of my knowledge the above information is correct. I also understand that certain information about me will be discussed with the staff and client(s) with whom I may work. If there are facts about myself I do not want repeated, it is my responsibility to discuss them with the Volunteer Coordinator.

I further agree to maintain strict confidentiality in respecting the privacy rights of all direct and indirect participants with Northcott.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your interest in Northcott Disability Services  
and for taking the time to fill out this application!

Once completed please return this application via e-mail: [volunteering@northcott.com.au](mailto:volunteering@northcott.com.au)  
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