



An Information Resource Centre for the Community

APPLICATION FOR VOLUNTARY COMMUNITY INFORMATION WORK

Name:

Address:

Home Telephone:..... Mobile No:.....

Email Address:
.....

Emergency Contact Person:..... Telephone:.....

Medical Practitioner:..... Telephone:.....

I AM INTERESTED IN VOLUNTEERING FOR THE FOLLOWING ROLE/S:

- Emergency Relief Interviewer /Community Information Worker
- Community Information Assistant
- Receptionist
- Driver/Transport
- Knox Community Christmas Support Worker

I AM AVAILABLE TO VOLUNTEER ON THE FOLLOWING DAYS:

- Monday Tuesday Wednesday Thursday
- AM/PM AM/PM AM/PM AM/PM

What general work experience, paid or unpaid, have you been involved in?

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What skills or qualifications do you have? (For example skills in office work, languages)

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Please write about why you are interested in working at this agency.

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REFERENCES:

(Please give details of two people to whom we can apply for references).

1. Name: Telephone:
2. Name: Telephone:

PLEASE ATTACH RESUME.

Your application will be followed by a selection interview.

If you are selected, you will be required to:

1. Be available for a weekly rostered session at this agency
2. Service a 3-month probation period
3. Complete a yearly volunteer appraisal
4. Be able to attend at least 4 training and information sessions throughout the year either in-house or by our peak body CISVIC.
3. Abide by the Code of Ethics and the rules of this agency, which is an Incorporated Association
4. Undergo a Police Check and a Working with Children Check. `