

SG



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ABN 23 604 881 620

Dear Volunteer Candidate

Re: Volunteer Expression of Interest

Please note: This Expression of Interest is not an offer of a Volunteer Role.

Thank you for your expression of interest to volunteer your time with the Campaspe Shire Council (Council). Council values the contribution made by volunteers in our community. It is through the efforts of the volunteer workforce that Council is able to offer the community a broader range of services than it would otherwise be able to.

Please take time to read this letter as it outlines the volunteer recruitment process going forward.

Your Volunteer Expression of Interest will be reviewed by the relevant Program Coordinator and will be considered in accordance with any volunteer vacancies that may exist or become available in the coming months.

Should we have any vacancies that suit your skills and interests, you will be invited to attend an interview where you will be assessed against criteria for the vacancy. Background checks may be required depending of the role that you are being considered for, i.e. Police, Working With Children and reference checks. At the conclusion of a successful assessment process you may be offered a Volunteer Role.

All successful volunteers are required participate in the Online Safety Induction Program and Local Area Induction as part of the training and development program.

Again, thank you for expressing an interest in volunteering at Campaspe.

Yours faithfully

A handwritten signature in blue ink, appearing to read "Suzanna Gorman".

SUZANNA GORMAN
TRAINING AND VOLUNTEER COORDINATOR

Please complete the form and sign to acknowledge contents (✓ tick applicable)

FIRST NAME	_____	SURNAME	_____
ADDRESS	_____	TOWN	_____
TELEPHONE	_____	MOBILE	_____
DATE OF BIRTH	_____	GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female

Have you had previous experience in volunteering? Yes No

If Yes, what did you do? _____

What are your skills, interests and/or hobbies? (Reading, computers, driving, craft, animals, walking, history etc) _____

Your current status	<input type="checkbox"/> Student	<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Home Duties	<input type="checkbox"/> Retired
What days are you available?	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
(Discovery Centre only – additional days/times)			<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> Evenings
What times are you available?	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> All day		
Frequency of commitment	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Other	

Comments: _____

Do you have a current drivers licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have your own means of transport?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, is your vehicle registered and insured?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have a licence for other equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Specify _____
Do you speak a language other than English?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Specify _____

Select the areas you would prefer to volunteer in (✓ tick all applicable)

- Discovery Centre visitor ambassadors, museum collection maintenance, PS Adelaide support, lost trades and bespoke crafts
 - Community Transport driving eligible clients to out of town medical and other appointments (Council vehicle)
 - Library Outreach Books on Wheels, Words on Wheels, Talking Newspaper, Next Chapter Book Club,
 - Library Support collection maintenance, program preparation, Tech/Computer support, literacy support
 - Library Depot Support book distribution (checking in and out) and various administration tasks at Library Depots
 - Animal Shelter Support animal enrichment (grooming, walking, exercising, spending time with animals, toy making)
 - Animal Foster Carer * provide animal care and animal respite in your own home
- *Do you own the property or rent? (✓ tick) Yes No (if No, you will require landlord approval to become an animal carer)
- One off events short term community programs and events (i.e. Water Activities Week)

DECLARATION: *I have read the attached letter and understand the Volunteer Expression of Interest process.*

Volunteer Candidate Signature: _____ Date: _____

The personal information provided will be used solely for volunteer engagement purposes and the personal information will be kept secure and will not be retained, copied or disseminated for unrelated purposes.
 The information gathered in this form will be used by Council to process my application in accordance with the Privacy and Data Protection Act 2014 (Victoria).
 View Council's Privacy and Data Protection Policy at www.campaspe.vic.gov.au or visit a Council Service Centre.

NOTE: Completed form to be provided to the Training and Volunteer Coordinator to register interest