

# Volunteer Application Form

Neutral Bay Community Centre/ 190-192 Military Road Neutral Bay NSW  
2089 P: (02) 9953 6447/ E: [snrs.nbay@gmail.com](mailto:snrs.nbay@gmail.com)

## Personal Details

Name		Mobile Number	
Address			
Email address			
Emergency Contact		Phone Number	

## Availability

Please tick the times you are available and would like to work. Our current opening hours are Monday to Thursday from 9.30am to 12.30pm, however there may be other volunteer opportunities available at other times.

	Morning (9am – 1pm)	Afternoon (1pm-5pm)	Evening (5pm-8pm)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			



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## Volunteering Preferences

Please select your areas of interest, as well as any relevant experience.  Host/General Assistant  Volunteer Tutor/Workshop Leader

Admin Support  Computer and IT Volunteer

Events and Fundraising  Marketing and Promotion

Other (please specify):

## About You

Do you have any special skills you could use at Neutral Bay Community Centre e.g. languages, crafts? Please specify.

Do you have any previous volunteer experience? If yes, please describe.

Why do you want to volunteer at Neutral Bay Community Centre?



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## Certificates and Qualifications

All volunteers are required to provide two forms of ID (suitable ID includes drivers license, passport, Government issued card, Medicare card;

I consent to providing two forms of ID for identification purposes only

Please list ID's to be provided;

- 1.
- 2.

Do you have the following;

- Current First Aid Certificate (please provide copy)
- National Police Check (please provide copy)
- Personal Liability Insurance (please provide copy of Certificate of

Currency) Would you be willing to obtain the following if required;

- Current First Aid Certificate
- National Police Check
- Personal Liability Insurance

## References

Please provide the name and contact details of two people you would be happy for us to contact to provide a reference. References should include people you have known for at least 12 months and at least one reference should not include someone you live with.

First Reference:

<b>Name</b>		<b>Phone Number</b>	
<b>Email Address</b>			



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Second Reference:

<b>Name</b>		<b>Phone Number</b>	
<b>Email Address</b>			

## Declaration

I agree to carry out the tasks specified to the best of my ability and to abide by the requirements in the **Neutral Bay Community Centre Volunteer Policy**.

I have declared all information that might prevent me from doing any agreed tasks in a satisfactory way.

I understand that either party can end this arrangement. In the event of an unresolved dispute, a session with an independent mediator will be called with all parties present to resolve the issue.

<b>Signature</b>	
<b>Date</b>	



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