

NARDY HOUSE INC

VOLUNTEER APPLICATION FORM

CONFIDENTIAL

Name: _____

Address: _____
Street address Suburb State P/code

Telephone: _____
Home Work Mobile

Email: _____

Emergency Contact: _____
Name Relationship Telephone

Skills and Interests:

1. Education background: _____

2. Current occupation: _____

3. Hobbies, skills, interests _____

4. Volunteer experience: _____

Choices:

1. Please tick your particular preferences in relation to your volunteer work:

No preference

Events

Working one-to-one with clients

Admin

Management Committees

Volunteer Supervision

Volunteer Management

Volunteer Training

Other: _____

Fund raising

Gardening

Assistance with Domestic Chores

2. Please tick the persons/group you would prefer to work with as a volunteer:

No preference

Adults

Females

Males

Children

Teenagers

Availability:

1. What days/times are you available for volunteer work? (Please tick)

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							

2. Do you have a car/vehicle available for your volunteer work?

No Yes

4. Is the vehicle insured?

No

Yes

5. Do you hold a current driving licence?

No

Yes

Expiry date: ____/____/____

6. Do you have any physical limitations or are you under any course of treatment, which might limit your ability to perform certain types of work?

No

Yes

7. Please list two (2) referees (not family) we might contact:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

9. How did you hear about us?

Relations involved in organisation

Other Newspaper

Friend

Television

Local Newspaper

Radio

Library

Poster

Training Course

Website

Other _____

11. Are you committed (at this time) to any other training, work (paid or unpaid), travel plans that could affect your future availability?

No

Yes

We will talk with you about the screening procedure documents.

Thank you!

NARDY HOUSE INC VOLUNTEER CODE OF CONFIDENTIALITY FORM

Name of Volunteer: _____ Date: ____/____/____

- Volunteers will observe strict confidentiality with any and all information obtained in the course of their volunteer work at Nardy House concerning the residents, their families and carers, employees or indeed any person connected with Nardy House in anyway.
- Volunteers will, at all times, respect the rights of the residents of Nardy House, their families and carers, and their fellow workers.
- Volunteers will understand and apply the principles of Equal Employment Opportunity. They will not discriminate against employees, Nardy House residents or their families and carers on the grounds of sex, physical appearance, marital status, pregnancy, age, race, ethnicity or nationality, physical or intellectual impairment, sexual preference, religious or political beliefs.
- Volunteers will use the Nardy House property, facilities and equipment efficiently, economically and carefully in order to avoid endangering themselves or others.

Any concerns surrounding issues of confidentiality should be discussed with the Nardy House Co-ordinator. Any breach of confidentiality by a volunteer may result in termination of association with Nardy House.

I have received and read my copy of the Code of Confidentiality, and have had the opportunity to clarify any issues with the Nardy House Coordinator.

I agree to abide by this Code of Confidentiality.

Signature: _____

Date: _____

Received by Coordinator

Name (Print): _____

I certify that I have explained the content and the intentions of the Code of Confidentiality to the above named volunteer.

Coordinators Signature _____

Date _____

NHI Volunteer Identification Point Requirement

<p>Primary documents</p> <p>70 points</p>	<p>Document</p> <p>Birth certificate Birth card issued by the New South Wales Registry of Births, Deaths and Marriages Citizenship certificate Current passport Expired passport which has not been cancelled and was current within the preceding two years Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees</p>
<p>Secondary documents</p> <p>40 points</p>	<p>Document - Must have a photograph and a name</p> <p>Driver licence issued by an Australian State or Territory Roads and Maritime Services (formerly RTA) photo card Licence or permit issued under a law of the Commonwealth, a State or Territory Government - (eg a boat licence) Identification card issued to a public employee Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit An identification card issued to a student at a tertiary education institution</p>
<p>35 points</p>	<p>Document - Must have name and address on</p> <p>A document held by a cash dealer giving security over your property A mortgage or other instrument of security held by a financial body Council rates notice Document from your current employer or previous employer within the last two years Land Titles Office record Document from the Credit Reference Association of Australia</p>
<p>25 points</p>	<p>Document - Must have name and signature on</p> <p>Marriage certificate (for maiden name only) Credit card Foreign driver licence Medicare card (signature not required on Medicare card) EFTPOS card</p>

25 points	Document - Must have name and address on Records of a public utility - phone, water, gas or electricity bill Records of a financial institution Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny A record held under a law other than a law relating to land titles Lease/rent agreement Rent receipt from a licensed real estate agent
25 points	Document - Must have name and date of birth on Record of a primary, secondary or tertiary education institution attended by you within the last 10 years Record of professional or trade association of which you are a member