



ALLAMBIE HEIGHTS
Village

Retirement Village & Aged Care Facility

ABN 37 137 083 964

3 Martin Luther Place, Allambie Heights, NSW 2100

Phone: (02) 9975 5800 – Fax (02) 9451 2017

E-mail: general@alhvillage.com.au - Website: www.alhvillage.com.au

Volunteer Application Form

Name: _____

Tel: _____

Address: _____

Mobile: _____

email: _____

Date of Birth: _____

Gender (male/female): _____

-
1. **Where did you hear about Allambie Heights Village Ltd. recruitment of volunteers?**

 2. **How many hours per week/month can you offer as a volunteer?
(please specify).**

 3. **When are you available to volunteer? (mornings, afternoons, evenings, weekends?
(please specify).**

 4. **Have you ever worked as a volunteer? Yes/No.
If yes, where did you volunteer?
What volunteer work did you do?**

- 5. Please provide some information here about yourself e.g. what you work at, any qualifications etc. (Attach a CV if this is more convenient). Please list also your experience and skills. This information will allow us to match these to the tasks, activities for which we require volunteers.**

- 6. Please list your interests and activities.**

- 7. Have you experience of working with older people, people with a disability, etc.? If yes, please provide details.**

- 8. What would you like to get from the experience of volunteering?**

- 9. As a prospective volunteer, do you have any medical needs about which we should be aware?**

- 10. Do you have any questions or comments?**

Screening and References

As a volunteer, you will be working with vulnerable persons. We operate a policy of screening including police checking and of seeking references on volunteers. You are requested to answer the following questions. Please be assured that the information that you share will be kept confidential.

11. Please provide the names, addresses and telephone numbers of two referees who are not relatives, who have known you for at least the last two years and who are prepared to offer a reference on your behalf.

1. _____

2. _____

12. Have you ever been arrested for an offence in Australia or abroad? If yes, please provide dates and details. (This information should also be included in your Consent to Obtain Personal Information from the Australian Federal Police, i.e. Police Check). Yes/No.

13. Have you ever been convicted of an offence in Australia or abroad? Yes/No.

If yes, please provide dates and details. This information should also be included in your Consent to Obtain Personal Information from the Australian Federal Police, i.e. Police Check).

Signature of Volunteer Applicant: _____

Date: _____

We would like to thank you for applying to be a volunteer with Allambie Heights Village Ltd. Upon receipt of this Volunteer Application Form, we will be in contact with you.

Please return this form to:

*Ms Sabine Holfter
Recreational & Volunteer Coordinator
Allambie Heights Village Ltd.
3 Martin Luther Place
NSW 2100*

email: sholfter@alhvillage.com.au

Tel: 02 9975 5800

For official use:

Allambie Heights Village Ltd. Volunteer Application Form

Name of Volunteer: _____

Date of Birth: _____

Date VAF sent by AHV: _____

Date VAF received by AHV: _____

VAF received by: _____

Date acknowledgement of VAF sent: _____

Date of Interview: _____

Names of Interviewers: _____

Were two referees contacted? (yes/no): _____

(Referees must be contacted before volunteer commences)

Does volunteer have skills, experience that could be best used in AHV? (yes/no): _____

Was volunteer referred elsewhere? _____

(Specify where volunteer was referred to)

Date of commencement of volunteer: _____

Date of cessation of volunteer: _____