



# Volunteer Application Form

Thank you for applying to become a volunteer at the Surrey Hills Neighbourhood Centre. We appreciate your time and effort and we will strive to match your skills and experience to an opportunity that is meaningful and worthwhile.

The Surrey Hills Neighbourhood Centre has a strong history of being supported by volunteers. We have around 160 volunteers associated with the Centre in the following areas:

- Office administration support
- Delivering the Surrey Hills Neighbourhood News six times a year
- Gardening around the Centre
- Small maintenance jobs around the Centre
- Helping us run our regular events including our Surrey Hills Twilight Markets and Surrey Hills Music Festivals
- Publicity and display
- Helping to run our drop in morning tea and other welcoming gatherings
- Cataloguing our Heritage Collection
- Being part of our Board of Governance
- Assisting special interest and activity groups

If you would like any further information about any of our volunteer opportunities, please don't hesitate to contact Ellen Prior, Centre Manager on 9890 2467 or by email to [manager@surreyhillsnc.org.au](mailto:manager@surreyhillsnc.org.au)

*Please complete the information below which is for our office records. This information is strictly confidential.*

## Personal Details

<b>First Name</b>	
<b>Surname</b>	
<b>Address</b>	
<b>Home Phone</b>	
<b>Mobile</b>	
<b>Email address</b>	

## Police Check

It is a requirement that all staff and volunteers have a current Police Check. Can you please provide us with a copy for our records.

## Further Information

Please inform us if there is any information we should be aware of that is pertinent to your involvement in this organisations (eg. health or visa limitations etc.).

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## Referees

Please list the details of 2 people we may contact as a personal referee for you.

<b>1.</b>	<b>Name</b>		<b>Phone</b>	
	<b>Relationship</b>			
<b>2.</b>	<b>Name</b>		<b>Phone</b>	
	<b>Relationship</b>			

### Contact Person

Please list the details of the person we should contact in the event of an emergency (list a second person if that is advisable in your situation).

<b>1.</b>	<b>Name</b>		<b>Phone</b>	
	<b>Relationship</b>			
<b>2.</b>	<b>Name</b>		<b>Phone</b>	
	<b>Relationship</b>			

### Confidentiality Agreement

If you become a volunteer at SHNC you may be exposed to hearing information about participants, tutors, volunteers or staff in the course of your involvement.

We expect all involved in the Centre to respect the privacy of others and uphold the good name of the organisation.

***Please complete the following CONFIDENTIALITY AGREEMENT.***

I, \_\_\_\_\_

**(Print name)**

Agree that I will maintain at all times, the confidentiality of all privileged or proprietary information to which I am exposed whilst involved as a volunteer with the Surrey Hills Neighbourhood Centre, whether this information involves a participant, a paid staff member, tutor, volunteer, or matters related to the overall business of the Neighbourhood Centre.

Volunteer applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Next Steps

Please return this application and any relevant documentation to:

**Surrey Hills Neighbourhood Centre**

157 Union Rd, Surrey Hills, 3127

or scan a copy to: [manager@surreyhillsnc.org.au](mailto:manager@surreyhillsnc.org.au)