SAPPHIRE



COMMUNITY PROJECTS

Supporting

# **VOLUNTEER APPLICATION FORM**

## **PRIVACY STATEMENT**

The information we collect from you will be stored both in soft and hard form by Sapphire Community Projects Inc and will not be given to outside parties unless you give written consent. The hard copy will be off site in secure storage. This information will be used for the purposes of managing volunteer services. Only Sapphire Community Projects Inc management has access to this information. If you wish to review, remove, amend or delete your information please request management for access to your form.

FULL NAME:				
ADDRESS:				
EMAIL:				
PHONE:				
Home:	Mobile:	Work:		
OCCUPATION: (e.g. teacher, farmer, retired etc)				
DATE OF BIRTH:				
IS THERE ANYTHING YOU NEED AND THAT WE CAN PROVIDE TO PROTECT YOUR HEALTH AND SAFETY AND FACILITATE YOUR VOLUNTEERING?				
WHY DO YOU WANT TO VOLUNTEER WITH US?				
WHAT QUALIFICATIONS, EXPERIENCE OR SKILLS DO YOU WISH TO CONTRIBUTE?				

# THERE ARE VARIOUS ROLES AVAILABLE. PLEASE TICK THE ROLE/ROLES YOU PREFER:

 $\Box$  Floater - happy to do whatever is needed

□ Kitchen assistant – helping the chef prepare meals, under direction

 $\Box$  Meeting and greeting diners

□ Taking orders, serving meals, clearing tables

□ Dishwasher/cleaner

 $\Box$  Setting up and putting away chairs, tables, and cleaning floors

□ Publicity/Special Events/administration (as needed)

#### IN CASE OF EMERGENCY, CONTACT

Name:

Relationship (partner, friend, parent etc):

Phone number(s):

### PERMISSION TO USE PHOTOGRAPHS & VIDEO (NOT COMPULSORY)

I **AGREE** for Sapphire Community Projects to take, use, & distribute photographs to promote the meal service. I allow such use

Signed\_

\_\_\_\_\_ Date \_\_\_\_

I certify that the information I have provided is true and correct. I agree to comply with and support the values of the organisation – to behave ethically, treat everyone with respect, be non-judgemental and maintain confidentiality.

Signed\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY	DATE	Viewed/completed
Working With Children Check received		
Food Safety Training certificate received		
Code of conduct signed		
Orientation complete		
Induction complete		
Entered into database		

In return for volunteering with the meal service, we offer you the following:

- The opportunity to make a difference to people's lives
- Make new friends
  Ongoing support
- Training opportunities Practical experience....And much, much more.

Please hand in the completed form, with food safety certificate and WWC number to Christine Welsh; or email to <u>info@sapphirecommunity.org.au</u> Tel. 0438 407 364