



Advance Diversity Services
552 Princes Hwy
PO Box 381
Rockdale NSW 2216

Ph: 9597 5455
admin@advancediversity.org.au
www.advancediversity.org.au

Volunteer Application Form

Today's Date _____

Name _____

Date of Birth _____ Gender Female Male

Address _____ Postcode _____

Home Phone _____ Mobile _____ Email _____

How did you hear about our Volunteer Program?

- 3 Bridges Google/our website Centrelink
 Friend/family Other _____

What is your level of spoken English? limited average excellent

What is your level of written English? limited average excellent

Do you speak a language other than English?

- No German Macedonian Tamil
 Arabic Greek Mandarin Urdu
 Cantonese Hindi Serbian Vietnamese
 Croatian Indonesian Spanish other
 French Italian Tagalog _____

What is your current legal status? Citizen resident
 Refugee work visa holiday visa other _____

What program/s are you interested in volunteering with? (see the last page for more information about programs)

- Administration Community Events English Language Support
 Form Filling & Letter Writing Lifelong Learning Programs Recreation Programs

What is your current employment status? Unemployed Employed part/full time
 Student Home duties Retired

When are you available? (Please tick)

	Mornings	Afternoons
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Note: It is recommended that your volunteer hours do not exceed 15 hours per week.

How long will you be able to commit to volunteering?

Over 12 months Less than 6 months

We ask that all our volunteers participate in at least 1 training session every 3 – 4 months.

Would you be able to commit to this? Yes No

Note: All training is free of charge for volunteers. Training is essential to ensure that volunteers obtain the knowledge and skills to effectively carry out their responsibilities that will enhance their volunteering experience as well as the assistance for the people they seek to help.

Do you have (or have had) a medical condition or health problem or other specific condition that may affect your volunteer work?

Yes No **If yes, please provide details of your medical and/or health condition**

Provide details of who we should contact in case of an emergency.

Name _____ Relationship to you _____

Address _____ Phone _____

Please provide the contact details of two referees.

Referee 1: Name _____ Relationship to you _____

Phone _____

Referee 2: Name _____ Relationship to you _____

Phone _____

Police Check and/or Working with Children Check

Depending on the position you apply for, volunteers may be required to agree to a Police Check and/or Working with Children Check.

A criminal record does not preclude you from working as a volunteer at Advance Diversity Services. However if you are a “Prohibited Person” or someone who has been convicted or found guilty of a serious sex offence and/or of a listed serious offence against children (whether in NSW or elsewhere) you will be prohibited from volunteering at Advance Diversity Services.

You will also be required to present various forms of identification to complete a 100 point identification check process to prove your identity.

Note: Some of the information that Advance Diversity Services is collecting from you is personal information and we adhere to the laws outlined in the Privacy and Personal Information Protection Act 1998 (“PIIP Act”). The supply of the information by you is voluntary. The information will be retained by Advance Diversity Services and stored securely and will not be made publicly available.

Program Information

Administration – Assist with the operation and management of Advance Diversity Services administrative and office management tasks that help maintain our organisational resources and documents and assist with the day to day running of our office and programs.

Form Filling – Assist clients to complete government forms (eg Centrelink and NSW Housing) and other correspondence such as letters. This position does not provide advice about government or other community support programs. It helps clients fill in forms with their relevant information.

Language Support – This program is a partnership between Advance Diversity Services and Beverly Hills Intensive English Centre (IEC). The position provides language support for newly arrived migrant and refugee students aged 12 – 18, attending Beverly Hill IEC. Beverly Hills IEC offers a wide range of subjects in small classes with an emphasis on achieving an English level which will enable the student to function effectively in mainstream high school or TAFE courses. Beverly Hills IEC is a NSW Department of Education and Training High School.

Lifelong Learning – The purpose of the Lifelong Learning Program is to provide affordable and accessible education activities that support and benefit our clients and the residents of the St George and Sutherland area. Programs that promote the arts, literacy, information exchange, skills development and cross cultural dialogue and connections will be given priority.

Recreation Programs – These programs assist and support the establishment and development of recreation activities, with a focus on increasing social interaction and for people to be active in their local area, such as with walking groups.