

ROMERO CENTRE

The Centre is located at 20 Dutton St, Dutton Park, just a short walk from the train station.



Volunteer Application Form

Personal Details

Family Name _____ Given Names Miss/Mrs/Ms/Mr _____

Address _____ Postcode _____

Phone (work/home) _____ Mobile _____

Email _____

Do you have any medical conditions or limitations (eg: diabetes, back injury, etc) that we should know about? (Please note that this is an optional question) _____

Please provide details of someone we can contact in an emergency.

Family Name _____ Given Names Miss/Mrs/Ms/Mr _____

Relationship to you (eg partner/friend) _____

Phone (work/home) _____ Mobile _____

How did you initially find out about volunteering with the Romero Centre?

Please list recent/relevant employment or volunteering positions:

Are you currently employed?

No

Yes > Name of employer _____

Your position _____

If you are volunteering through a program with your organisation, please outline the conditions of your volunteer placement: _____

Please list any completed studies or qualifications

Are you currently a student?

No

Yes > Name of course _____

Name of institution (Uni, TAFE, etc) _____

If your volunteer work is part of your study curriculum, please outline the conditions of your volunteer placement: _____

Please tick if you are volunteering as part of the following

Mutual Obligation activities

Community corrections service work

another organised work placement _____

Please give two referees:

1. Name _____

Phone _____ Email _____

2. Name _____

Phone _____ Email _____

Your time

I'd like to volunteer

weekly fortnightly monthly on special occasions / on request

Tell us how much time you'd like to give per week/fortnight/month:

Please note your availability on the table below

The Centre is normally open from 9-4.30, Monday to Friday. Some positions require volunteers to be available during the evening/weekends – actual times are negotiable with the Volunteer Coordinator.

Days	Tick box if you are available		
	Morning	Afternoon	Times you are available
Monday	<input type="checkbox"/>	<input type="checkbox"/>	
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	
Friday	<input type="checkbox"/>	<input type="checkbox"/>	
Saturday	<input type="checkbox"/>	n/a	
On request	<input type="checkbox"/> Tick this box if you are happy for us to contact you whenever a relevant position may come up		

We hope to place you in a volunteer role that you will find satisfying and rewarding. To help us do this we look at your skills, experience, interests and expectations. Please complete the following so that we can match you to the “right” volunteer position.

- *Gender female male
- * Age range 15-25 26-40 41-60 61+
- * Country of birth _____
- * Languages spoken _____
- * Do you have a current driver’s licence? yes number: _____ no
- * Do you have a current licence to drive a bus? yes no
- ** Please note if you choose to drive as part of your volunteer placement, you will need to provide evidence that you are using your own car and that you have comprehensive insurance.

What are your interests and hobbies?

What do you hope to contribute to the Romero Centre through your volunteer placement?

What do you hope to gain from your volunteer placement with the Romero Centre?

Possible Areas of Work

ALL Romero Centre Volunteers contribute to general hospitality (meet and greet, welcome, cleaning), and need to be happy to help with basic administration and office work, if required.

Other roles are more specific - (tick more than one if you wish, or circle a heading if all activities within interest you):

Support <input type="checkbox"/> Assistance with understanding forms and letters <input type="checkbox"/> Assistance with English <input type="checkbox"/> Driving / assisting clients to travel to appointments <input type="checkbox"/> Advocacy - assisting clients to access housing, employment, health care, education etc.	Information & Public Relations <input type="checkbox"/> Public speaking at schools and other venues and events <input type="checkbox"/> Letter writing <input type="checkbox"/> Maintaining the Centre’s website <input type="checkbox"/> Newsletter
Centre Activities <input type="checkbox"/> Sewing, craft, or other _____ <input type="checkbox"/> Child minding	Fundraising, Events & Project Work <input type="checkbox"/> Helping to organise fundraising events and activities <input type="checkbox"/> Developing funding submissions
Maintenance <input type="checkbox"/> Handyman/woman duties <input type="checkbox"/> Looking after the grounds and garden	Other – Please tell us what you could offer:

The Centre will provide initial orientation and on-going training of volunteers in these areas. Because there are often children at the Centre, we will need to apply to the Commission for Children and Young People for a “blue card” (a “working with children” check) for each volunteer. This is free and will be organised by the Centre.

I have a Blue Card. Number: _____ Expiry date: _____ I will consent to applying for a blue card

Signature..... Date.....

When completed, please return this form to the Volunteer Coordinator, Romero Centre, PO Box 6115, Buranda Qld 4102. Further information may be obtained by calling (07) 3846 3250

For Office Use Only:

Date Commenced: _____ Date Exited: _____