

VOLUNTEER POSITION APPLICATION

It is a requirement that applicants undergo a Police Criminal Record check prior to commencement of duties.

Name: _____ Date of Birth: _____

Home Address: _____

Postal Address: _____

Phone - Home: _____ Phone - Mobile: _____

Email address: _____

Occupation (current or previous): _____

Are you Aboriginal or Torres Strait Islander: NO ☐ YES ☐

Male ☐ Female ☐ Other ☐

Languages spoken: _____

Skills, interests, and qualifications: _____

Do you hold a current First Aid Certificate? NO ☐ YES ☐ Certificate Expiry Date: _____

What type of voluntary work would you like to apply for? *(Please tick)*

- ☐ Volunteer Driving – Own car, Company car *(please circle)*
 - ☐ Volunteer Clarence Meals – Office, Driving, Deliveries *(please circle)*
 - ☐ Volunteer Maintenance – Gardening, Vehicle Cleaning (Interior/Exterior) *(please circle)*
- (For job description summaries – please see over the page)*

Have you ever done volunteer work? NO ☐ YES ☐

If yes, please give details: _____

Organisations of which you are now a member: _____

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How much time are you able to give, and what days would you be available?

Time of Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning (7am - 12 noon)							
Afternoon (12 noon - 5pm)							
All day							
Other – Please specify							

What is your motivation for volunteering for CONNECT YOU TOO? *(Tick as many as appropriate)*

- | | |
|---|--|
| ☐ Acquire or maintain skills | ☐ To gain local experience |
| ☐ Practice speaking English | ☐ Workplace Rehabilitation |
| ☐ Change of direction | ☐ Work experience |
| ☐ Centrelink requirement | ☐ To help others |
| ☐ For personal satisfaction | ☐ To give back to the community |
| ☐ To improve confidence | ☐ To meet people |

JOB DESCRIPTION *(extracts from doc_004_Volunteer Job Description & doc_008_Driver Fleet Job Description)*

Depending on the role you are applying for, you would be assisting clients of CU2 in reaching their destinations and return safely and comfortably, delivering meals with Clarence Meals, Administration or Maintenance/yard work at the offices.

DRIVING –

- Complete driving duties as rostered and confirm all details by using the TRIPS app
- Picking up clients as indicated or as directed.
- Report absent passengers to the office, as soon as possible.
- Assist passengers to board and alight from the vehicle and to help them gain access to their destinations or homes, where necessary.
- Assist passengers with shopping or other baggage, where necessary.
- Treat passengers in a patient and empathetic manner and be responsive to their comfort and safety.

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- Control vehicle in a safe and responsible manner appropriate to the type of passenger on board and the conditions of the road.
- Liaise with CU2 staff and other agencies regarding appointments, pick-up times and locations.
- Ensure all passengers are secured in appropriate restraints (i.e. seatbelts) prior to departing any location.
- Collect customer contributions and record as directed
- Be aware of and adhere to all emergency procedures

VEHICLES (using a Connect You Too vehicle)

- Monitor the mechanical and physical condition of the vehicle(s) and report back to the office any concerns or issues.
- Complete vehicle pre-checks.
- Conduct monthly checks.
- Keep the vehicle(s) in a clean condition making sure they are tidy both before and after trips and following re-fuelling.

VEHICLES (using your own vehicle)

- Monitor the mechanical and physical condition of the vehicle and report back to office any concerns or issues.
- Keep the vehicle in a clean condition making sure they are tidy before the trip.
- Liaise with CU2 staff regarding suitability of vehicle and service for customers or purpose of trip.
- Ensure the vehicle has comprehensive insurance and that the insurance company is aware the vehicle is being used to drive clients or deliver meals on a voluntary basis. Connect You Too is not responsible for insurance claims on/or against volunteers own vehicles that occur at any time.
- Ensure the vehicle is registered and roadworthy anytime the vehicle is being used to transport clients on behalf of Connect You Too.

DRIVING/DELIVERING MEALS – Clarence Meals

- Drive the Clarence Meals vehicle to destinations to deliver meals as directed by your delivery sheet, adhering to all food regulations.
- Report inability to deliver meals, to the office, as soon as possible.
- Treat clients in a patient and empathetic manner and be responsive to their safety.
- Control vehicle in a safe and responsible manner appropriate to the conditions of the road.
- Liaise with CU2 staff and other agencies regarding changes to client's well-being.

MAINTENANCE ASSISTANT

- Tasks may include gardening and/or vehicle cleaning (interior/exterior).
- Liaise with CU2 staff, volunteers and other agencies.

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- Complete tasks as directed by the Service Administrator- Meals /CSM.

Please provide the name and contacts for two referees:

	Referee 1	Referee 2
Name of Referee		
Phone number		
Email		

Please describe your general state of health and outline any medical conditions you may have.

If you are interested in volunteer driving, please complete the following section:

VOLUNTEER DRIVERS (COMMUNITY TRANSPORT) ONLY

Do you have your own transport and wish to use it for volunteering? NO ☐ YES ☐

If yes, what is the year, make and model of your car? _____

No. of doors: _____ Special Features: _____

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A staff member will contact you to go through your application.

If you are accepted for volunteer driving, you will need to supply a copy of:

- *vehicle registration, and*
- *comprehensive insurance for the vehicle.*

Then a

- *Service NSW Driver History printout,*
- *driver medical and*
- *consent for CONNECT YOU TOO to conduct a police check will be organised.*

Proof of identity will be required to complete these. Staff will assist with this process.

All drivers are also required to hold a First Aid Certificate. This training will be organised by CU2.

The cost of the training will be reimbursed on commencement of volunteer services.

Please email application to: bookings@connectu2.org.au

Or drop in or mail to: 1/134 Jubilee Street Townsend NSW 2460