



MURRAY HUMAN SERVICES INC

Volunteer Registration Form

| | | | |
|----------------|-------------|--------------------------------|----------------------------------|
| Given Names: | | Surname: | |
| Address: | | | |
| Town/City: | | State: | Post Code: |
| Phone: | Home: | Work: | Mobile: |
| Date of Birth: | ___/___/___ | Male: <input type="checkbox"/> | Female: <input type="checkbox"/> |

EMPLOYMENT

Please list your current or most recent place of work (paid or voluntary):

| | |
|-------------|--------------|
| Employer: | Position: |
| Start Date: | Finish Date: |

Please detail places of previous employment (paid or voluntary):

| Employer | Position | Duration |
|----------|----------|----------|
| | | |
| | | |
| | | |

GENERAL

Why are you interested in becoming a volunteer with Murray Human Services?

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How did you hear about Murray Human Services?

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Have you ever worked with people with a disability? Yes/No

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|--|

Interests and Hobbies:

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|--|
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| |

Current Drivers Licences held:

| | | | |
|---|--------|--------------|-------------|
| Licence Number: | State: | Expiry Date: | ___/___/___ |
| Do you have access to your own vehicle if required? | Yes/No | | |
| Do you hold a current First Aid Certificate? | Yes/No | | |
| Are you prepared to participate in training? | Yes/No | | |
| Are you prepared to undergo a Police Check? | Yes/No | | |



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AVAILABILITY (Maximum 16 hours per week)

| Day | Times | | |
|-----------|-------|----|----|
| Monday | | am | pm |
| Tuesday | | am | pm |
| Wednesday | | am | pm |
| Thursday | | am | pm |
| Friday | | am | pm |

LOCALITY & AREA OF INTEREST

| | |
|------------------------|--------------------------|
| Echuca | <input type="checkbox"/> |
| Swan Hill | <input type="checkbox"/> |
| Kerang | <input type="checkbox"/> |
| Kyabram/Rochester | <input type="checkbox"/> |
| Arts/Crafts/Ceramics | <input type="checkbox"/> |
| Community Based | <input type="checkbox"/> |
| Aged Program | <input type="checkbox"/> |
| Sports Venues | <input type="checkbox"/> |
| Other (Please specify) | <input type="checkbox"/> |

MEDICAL CONDITIONS

Allergies:

EMERGENCY CONTACT

| | | | |
|-------|--|-----------------|--|
| Name: | | Contact Number: | |
|-------|--|-----------------|--|

Murray Human Services considers that voluntary staff are an asset to the organisation. We aim to provide volunteers with an opportunity to gain an insight into disabilities, increase the knowledge and skills of the volunteer and hope that they leave Murray Human Services with a positive learning experience.

1. All applicants for voluntary work will be required to participate in an interview prior to commencement;
2. All voluntary employment be subject to the results of a Police Security Check;
3. All volunteers shall read and accept the attached Volunteer Guidelines; and
4. All volunteers shall adhere to Murray Human Services policies, procedures and guidelines.

I have read, understood and accept the above and certify that the contents of the Volunteer Registration Form are true and correct.



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Signed: _____

Date: ___/___/___

Guidelines for Volunteers

- Murray Human Services considers volunteers to be an asset to the organisation.
- Any person with an interest in Murray Human Services may apply to become a volunteer.
- Selection of volunteers will be on the basis of the skills necessary to perform the task.
- Murray Human Services will provide adequate insurance for volunteers.
- Murray Human Services shall ensure that all volunteers receive timely and accurate information about the organisation.
- Volunteers will be provided with induction and ongoing training and shall respect the confidentiality, dignity and rights of all supported persons, staff and the service in its entirety.
- Volunteers shall not be left in charge of a supported person or group of supported persons without permission from the relevant Manager or Coordinator.
- Volunteers shall work under the direction of the staff in charge of the allocated area.
- Volunteers shall not take a supported person away from the premises without permission of the senior staff member on duty.
- Volunteers shall not work in excess of 16 hours per week with Murray Human Services.
- Volunteers shall be placed appropriately considering their needs, preferences and state of health.
- Volunteers shall receive support and recognition for their efforts.
- Murray Human Services shall provide a safe and healthy working environment for all volunteers so far as is practicable. It is expected that volunteers will abide by Occupational Health and Safety policies and procedures and assist Murray Human Services in achieving this objective.
- Volunteers shall be reimbursed for any approved out of pocket expenses incurred on behalf of Murray Human Services.
- Volunteers shall be given access to Murray Human Services Grievance Procedures.
- It is expected that volunteers shall support Murray Human Services and represent its interests.