

# VOLUNTEER APPLICATION

<b>Family Name</b>		<b>First Name</b>	Age Category <input type="checkbox"/> 18-25 <input type="checkbox"/> 46-55 <input type="checkbox"/> 26-35 <input type="checkbox"/> 56-65 <input type="checkbox"/> 36-45 <input type="checkbox"/> 66-80*
Country Of Birth		Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	
<b>Address</b> Street		<b>Phone</b> Day (    )	
Suburb	P/code:	Evening (    )	
<b>Email</b> (required)		Mobile	
<b>Language Skills</b> First Language:  Other Languages (please name and indicate competence in speaking, reading and writing):			
<b>Employment Status</b> <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Home Duties <input type="checkbox"/> Employed Full-time <input type="checkbox"/> Employed Part-time <input type="checkbox"/> Student <input type="checkbox"/> Other		<b>Your availability</b> ASC    open Mon-Thurs 9am –4pm <input type="checkbox"/> Monday AM /PM <input type="checkbox"/> Wednesday AM / PM <input type="checkbox"/> Tuesday AM/PM <input type="checkbox"/> Thursday AM / PM	
Why would you like to volunteer with the Asylum Seekers Centre?			
Do you have a health or medical condition that could affect your role as a volunteer with the Asylum Seekers Centre? <input type="checkbox"/> No <input type="checkbox"/> Yes - <i>details</i>			
Which type of volunteer work mainly interests you? <i>Please tick one.</i>			
<input type="checkbox"/> Front Reception		<input type="checkbox"/> Workplace Skills Training	
<input type="checkbox"/> English Teaching		<input type="checkbox"/> Fundraising	
<input type="checkbox"/> Providing Lunches in the Centre		<input type="checkbox"/> Community Education	
<input type="checkbox"/> Recreation and Excursions		<input type="checkbox"/> I.T. assistance or Computer Training	
How did you hear about volunteering at the Asylum Seekers Centre?			
<input type="checkbox"/> Friend		<input type="checkbox"/> Web	
<input type="checkbox"/> Media		<input type="checkbox"/> Other	
Will you agree to reference checks and a security check being conducted before starting as a volunteer at ASC? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please provide details of two referees – at least one employment/volunteer related</i>			
#1 Referee name		#2 Referee name	
Phone		Phone	
Relationship to you		Relationship to you	

\* Regrettably, due to the limitations of our insurance coverage, we are not able to accept offers of volunteer support from those aged over 80.

**Signature** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

- Please return form with
1. signed confidentiality agreement
  2. current resumé
  3. details of two references

to  
**Volunteer Program Coordinator**  
**38 Nobbs St**  
**SURRY HILLS NSW 2010**

or email to  
**volunteer@asylumseekerscentre.org.au**

# asylum seekers centre *of new south wales*

38 Nobbs Street, Surry Hills NSW 2010

tel: (02) 9361 5606

fax: (02) 9331 6670

[www.asylumseekerscentre.org.au](http://www.asylumseekerscentre.org.au)

ABN: 47 164 509 475

## VOLUNTEER CONFIDENTIALITY AGREEMENT

All volunteers of the Asylum Seekers Centre (ASC) have an obligation to abide by this Confidentiality Policy.

For the purpose of this Policy, "confidential information" is defined as:

- The names, personal details and information relating to or identifiable images of our clients;
- Matters of a technical nature, financial information, business plans and like information relating to ASC;
- Other information which ASC informs the volunteer is confidential or which, if disclosed, the volunteer knows or ought reasonably to know, would be detrimental to ASC or its clients; and
- All other information which is imparted to the volunteer in circumstances which the volunteer knows or ought reasonably to know that the information is confidential to ASC or any persons with whom ASC is concerned.

A volunteer:

- May not use confidential information for purposes other than the performance of their duties as a volunteer of ASC.

The volunteer's obligation of maintaining confidentiality does not extend to confidential information that the law requires to be disclosed. Volunteers are also requested to notify the ASC Casework Coordinator, Volunteer Program Coordinator or Director where grounds exist to suspect that a client of ASC or another person with whom the volunteer has come into contact in the context of volunteering is at serious risk of harming him/herself, or another person or persons (even where it has not been possible to obtain the consent of the person in question).

At the end of the volunteer's employment, the volunteer must return to ASC the following:

- All confidential information in material form; and
- All ASC property.

The obligation of confidentiality will continue after the end of the volunteer's service in respect of all confidential information other than information forming part of the volunteer's general knowledge and skills.

**I have read this Confidentiality policy and I agree to abide by it:**

Signature .....

Name .....

Volunteer Role .....

Date ...../ ...../ .....

**Our Vision-** *Asylum seekers are welcomed to Australia and afforded a dignified, meaningful and safe existence pending the fair, transparent and expeditious resolution of their claims.*

**Our Mission-** *To provide a welcoming environment and practical support for community-based asylum seekers residing in NSW, while building community support and pursuing social justice outcomes for asylum seekers.*