

Expression of Interest in Volunteering

This form is to be completed by all prospective volunteers prior to their formal interview with a Fusion Manager. Some roles at Fusion Australia require a Working with Children Check and/or a Police Check. Information about how to obtain these can be found on the last page. When you are appointed to a volunteer role there will be a short-term trial period. Please note: there may be different processes for volunteering, work experience and student placements.

This completed form is to be provided to the interviewer at or before the formal interview.

Office Use ONLY

Date of Interview & Application	
Department & Position Recommendation	
Supervisor	
WWC/Police Check Req'd? If Y, give number:	
Other Comments	

CONFIDENTIAL APPLICATION

Title:	Last Name:	First Name:	Other Given Names:
Street Address:			
Suburb:	State:	Postcode:	
Email:			
Ph:		Mobile:	
Date of Birth:		Gender:	
Country of Birth:		Driver's Licence? (If Y, please provide No.)	
Why would you like to become a volunteer with Fusion?			
What aspect of Fusion's work would you like to be involved in?			
<input type="checkbox"/> Youth Work	<input type="checkbox"/> Accomm. Support Services	<input type="checkbox"/> Young Mums/Families	<input type="checkbox"/> Administration
<input type="checkbox"/> Aged/Health Care	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Policy/Compliance	<input type="checkbox"/> Transport clients/materials
<input type="checkbox"/> Special Events	<input type="checkbox"/> Gardening	<input type="checkbox"/> Breakfast Clubs	<input type="checkbox"/> Industry/Mentoring Program
<input type="checkbox"/> Host Families	<input type="checkbox"/> Op Shop/Cafe	<input type="checkbox"/> Creative Arts/ Media	<input type="checkbox"/> Handyman
<input type="checkbox"/> Other _____			

What date would you be able to commence Volunteering? ____/____/____

What Days / Hours are you able to Volunteer?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

How Frequently can you volunteer?

- Weekly Fortnightly Monthly Casual
 Special Events Other _____

Skills And Experience

Languages Spoken Other Than English:

Current Occupation:

List any Skills, Training, Attributes or Hobbies you feel you may be able to use.

Please attach to this application a copy of your Curriculum Vitae / Resume, if you have one, and any qualifications, certificates etc.

Have you participated in any Fusion training or activities? *If so, please list what, where and when.*

What experience have you had in other community programmes (including church based programs)?

Other Information

Have you any allergies, medical conditions or recurring illnesses that we would need to be aware of? *E.g. epilepsy, diabetes, mental health issues, nut allergy. If so, please specify.*
YES / NO

Do you have a disability that may affect your work? *E.g. physical, sensory, intellectual or psychiatric. If so please give details.* **YES / NO**

Have you ever been accused or convicted of any criminal offence (especially involving children)? **YES / NO**

If yes, please give details.

How did you find out about Fusion?

- Website Friend Community Group Fusion Program
 Fusion Team/Staff Member (Their Name: _____ and your relationship to them: _____)

Do you attend Church? **Yes / No**

If yes, which one? _____

What is the Minister's name? _____

What is the Minister's Phone No. _____

2x Contacts In Case Of An Emergency (Contact 1 Should Be Next of Kin)

1. Name:	Phone No - Home _____
Relationship:	Mobile _____ Work _____
2. Name:	Phone No - Home _____
Relationship:	Mobile _____ Work _____

Doctor's Name: _____ Phone No: _____

Referees

Please give the name and contact details of 3 people who we can contact for references.

Name	Organisation / Title	Contact phone number
1.		
2.		
3.		

DECLARATION

REFEREES

I authorise you to contact relevant referees or other relevant authorities in support of my application. I also certify that all information given by me on this form is true and correct to the best of my knowledge.

VOLUNTARY WORKER'S CONFIDENTIALITY AND PRIVACY AGREEMENT

As a volunteer with Fusion Australia Ltd you are requested to maintain confidentiality regarding any person and the organisation(s) with whom you will be working. I commit myself while working in Fusion Australia to the confidentiality/privacy policies of the organisation. I have an obligation not to share any information related to clients and operational matters of the organisation with any person / party outside of the organisation without express permission of the Fusion Team Leader.

OCCUPATIONAL HEALTH AND SAFETY AND EQUAL OPPORTUNITY

Volunteers will have access to support, advice, supervision and training. Volunteers will have access to an orderly and safe environment for training, meeting and supervision. Volunteers will be required to participate in training to develop skills enabling them to:

- *Deliver a quality support service to Fusion Australia clients.*
- *Take on new roles and responsibilities in their personal development*

Volunteers should at all times maintain a high standard of personal health and safety practices.

USE OF VEHICLES

I understand that if my role requires me to use my own vehicle for Fusion work, including but not limited to transporting people and/or materials, I am responsible for any loss or damage that occurs to my vehicle when carrying out the role and I will ensure I have comprehensive car insurance that covers my vehicle for work purposes (NB: this is only applicable to particular roles. Please speak to a staff member if you have concerns).

WORKING WITH CHILDREN CHECKS AND POLICE CHECKS

I understand that Fusion Australia strives to be a Child Safe Organisation. If my role requires a Working with Children Check and/or a Police Check, I will obtain and provide the relevant details to Fusion (see last page for application details).

OTHER

I agree to be photographed and videoed for purposes of promotion and media information. I understand Fusion is a non-denominational Christian organisation and I agree to work within its values.

Signature _____ **Date** _____

Please return this completed application form by mail, or, to your interviewer on the day of your scheduled volunteering interview, together with Resume, qualifications/certificates and 3 forms of identification (e.g. Licence, Medicare, Bank Card, Passport etc).

Fusion Australia Ltd. reserves the right to accept or refuse volunteer applicants at our discretion. At no time does the completing of this application or participation in any part of this process infer acceptance. Please note that the reasons for such acceptance or otherwise will be kept confidential, including from the applicant.

Should you have any queries regarding this form, or require assistance in completing it, please contact the Fusion Australia office on Tel. (02) 8805 5995.

Volunteers may keep this page for their own reference

VOLUNTEER RIGHTS AND RESPONSIBILITIES

- **As a volunteer of Fusion Western Sydney you have the right to be treated as a co-worker**
- **To receive information about the organisation and its policy and/or philosophy on volunteers**
- **To receive a clearly written, comprehensive job description**
- **To have a reasonable understanding of lines of accountability**
- **To be seen as belonging – through inclusion at meetings, social functions, etc.**
- **To receive proper training, initially and on an on-going basis**
- **To know who to turn to with problems and difficulties**
- **To receive support and supervision**
- **To have your work valued by the organisation**
- **To receive regularly constructive feedback**
- **To be trusted with confidential information necessary in order to carry out your job**
- **To be safe on the job**
- **To be covered by insurance**
- **To have choices**
- **To be able to negotiate**
- **To say no**
- **To carry out your role without being exploited**
- **To be taken seriously**
- **To be consulted on matters which directly or indirectly affect you and your work.**

The following information will vary between States and will be modified by Centres.

Working with Children Checks

Some roles at Fusion Australia Ltd require volunteers to obtain a Working with Children Check. If your role does require it, it is your responsibility to obtain a Working with Children Check and provide Fusion Western Sydney with your WWC Number and the Expiry Date.

There are two steps to applying for a Working with Children Check:

1. Go to <http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check> (or simply www.kids.nsw.gov.au and follow the links) and complete the online volunteer form.
2. Take your ID to a NSW RTA to complete the process. Details of necessary ID and other information can be found on the website cited at Step 1.

Police Checks

Some roles at Fusion Australia Ltd require volunteers to obtain a National Criminal History Record Check, commonly referred to as a Police Check, and provide it to Fusion Western Sydney.

There are three steps for applying for a Police Check:

1. Go to www.police.nsw.gov.au and complete the appropriate application form.
2. Take the application form with ID to a NSW Police Station
3. Pay the appropriate fee. As at 1 July 2013, the fee is \$52.

After 3 months of consistent volunteering with Fusion Western Sydney, volunteers can request a reimbursement of the cost of their Police Check (provided it was a requirement for their role at Fusion Western Sydney).

If volunteers do not have access to the internet or have any questions about volunteering, please contact Fusion Australia Ltd on 02 8805 5995.