

# Confidential Volunteer Application Form

## Vocational Mentoring Exchange

Please use **BLOCK** letters. If you require extra space, please attach additional pages.

### Part A – Personal Details

<b>Surname</b>							
<b>Given names</b>							
<b>Preferred name</b>		<b>Gender</b>		<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	
<b>Title</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other:		
<b>Address</b>						<b>Postcode</b>	
<b>Postal Address</b>						<b>Postcode</b>	
<b>Telephone</b>	<b>Home</b>			<b>Work</b>			<b>Mobile</b>
<b>Email</b>							
<b>Date of birth</b>						<b>Volunteers must be over 18</b>	
<input type="checkbox"/> Australian citizen		<input type="checkbox"/> Permanent resident		<input type="checkbox"/> Entitled to live and work in Australia			
<b>Do you have previous volunteering experience?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If yes, with who?							
<b>I have a current Working with Children card</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If yes, card number:				<b>Expiry:</b>			

### Part B – Emergency Contact Information

<b>Emergency contact name</b>	
<b>Emergency contact phone</b>	
<b>Do you have any issues we should be aware of (eg. health, mobility)?</b>	

## Part C – Availability

Please advise your availability:

--

*(For example: Available Mon, Tue between 9.30am -12.30pm. Not available in December)*

## Part D – Experience and Interests/Hobbies

<b>Current role</b>	
<b>Organisation</b>	

Briefly outline your professional experience, qualifications, industries, etc. which will help us understand your background and assist with the mentee matching process:

--

Briefly outline your interests and hobbies which may be used to assist with the mentee matching process:

--

## Part E – References

Please provide TWO referees who are NOT family members and who have known you for at least TWO years. Where possible please include email addresses. These people will be contacted prior to acceptance of your application. Please let your referees know that we will be contacting them.

<b>Referee 1</b>	<b>Name</b>	
	<b>Phone (office hours)</b>	
	<b>Email</b>	
	<b>Position/relationship to you</b>	
<b>Referee 2</b>	<b>Name</b>	
	<b>Phone (office hours)</b>	
	<b>Email</b>	
	<b>Position/relationship to you</b>	

## Part F – Other Information

Ethnicity information is collected for statistical purposes. Please select one only.

Source: 1249.0 - Australian Standard Classification of Cultural and Ethnic Groups (ASCCEG), 2020

<input type="checkbox"/> Aboriginal and/or Torres Strait Islander	<input type="checkbox"/> Oceanian (Australia, New Zealand)
<input type="checkbox"/> North West European	<input type="checkbox"/> Southern & Eastern European
<input type="checkbox"/> North African & Middle Eastern	<input type="checkbox"/> South East Asian
<input type="checkbox"/> North East Asian	<input type="checkbox"/> Southern & Central Asian
<input type="checkbox"/> Peoples of the Americas	<input type="checkbox"/> Sub Saharan African

Languages spoken other than English (if applicable):

How did you hear about the Vocational Mentoring Exchange?

## Part G – Mentoring Preference

Please advise of your participation preference (select all that apply).

<input type="checkbox"/> Face to face mentoring
<input type="checkbox"/> Combination of face to face and online mentoring
Comments:
<div style="border: 1px solid black; height: 60px;"></div>

*Whilst we are working towards face to face delivery, COVID-19 restrictions may require online delivery or a blend of face to face and online.*

## Part H – Declaration/Submission

### Volunteer Information Sharing

I agree to my personal information being disclosed to relevant third parties (including but not limited to the partner agency, relevant state Department of Jobs, Precincts and Regions, and child protection agencies).

Yes  No

### Volunteer Image Use and Identification

I give permission for the Inner Northern Local Learning and Employment Network and state Department of Jobs, Precincts and Regions to use images of me for training and publicity purposes. I also agree to being identified when images of me are used for training and publicity purposes

Yes  No

Applicant signature		Date	
---------------------	--	------	--

*(Please type name)*

## Next Steps

*Please save this PDF form, then attach it to an email together with a recent resume and a copy of your Working with Children Check card (if you have one) to [ychien@inllen.org.au](mailto:ychien@inllen.org.au).*

*If you do not have a resume, please provide a timeline of employment as an attachment.*

## Checklist before sending

<input type="checkbox"/> PDF Application Form
<input type="checkbox"/> Resume
<input type="checkbox"/> Working With Children Check

**Please note: PRIVACY ACT: The use of all information obtained adheres to the guidelines stipulated in the Privacy Amendment Act 2000. Any personal data collected will be treated as confidential in line with the principles of the Privacy Amendment Act 2000.**

**For more information about the application process:**

**Yu-Wen Chien**  
INLLEN, Partnership Broker

**Call: 0401 858 392**

**Email: [ychien@inllen.org.au](mailto:ychien@inllen.org.au)**

**For more information about the VME:**

**Website: [www.inllen.org.au/vme](http://www.inllen.org.au/vme)**

