

# Application form

## Local Volunteers



Use this form to apply for a volunteer's position at the Jesuit Refugee Service Australia.

### Personal details and emergency contact

Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	State:	Postcode:
Tel/Fax:	Tel: <input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		
DOB:	<input type="text"/>		
Emergency contact:	Name: <input type="text"/>	Tel:	<input type="text"/>
Health issues:	<input type="text"/> eg. asthma, bad back etc.		

### Education, employment history and skills

#### Please list your employment history (optional):

Employer:	Position:
Responsibilities:	
Employer:	Position:
Responsibilities:	

#### Please list your education history (optional):

Institution:	Year completed:
Qualification and major:	
Institution:	Year completed:
Qualification and major:	

#### Please list your previous volunteer work experience:

Organisation:	Year:
Duties:	
Organisation:	Year:
Duties:	

#### What are your skills?

#### What are your interests and hobbies?

**Which type of volunteer work would interest you?**

**General support**

- General office duties
- Fundraising
- Catering / hospitality
- Mailouts or evening functions (occasional)
- Information technology / computer support

**Accompaniment of Refugees and Asylum Seekers**

- Detention centre visits
- Research assistance / project
- Information technology / computer support
- Assistance with shelter project

Others (please specify)

**Availability and reasons for application**

**Please tick your availability:**

- Weekly       Fortnightly       Monthly       Other \_\_\_\_\_

**What days/time are you available for volunteer work (indicate hours)?**

	Mon	Tue	Wed	Thu	Fri
AM					
PM					

**How did you hear about JRS and why do you wish to work here?**

**Personal referee**

Name:	<input type="text"/>
Company:	<input type="text"/>
Contact details:	<input type="text"/>

Signature: X \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Please return completed form to the Volunteers Coordinator:

**PO Box 522, Kings Cross NSW 1340**  
**Fax: (02) 9356 3021**

**For more information:**

visit: [www.jrs.org.au](http://www.jrs.org.au)  
or ph: (02) 9356 3888

**Code of Conduct:** All employees and staff of JRS work according to the JRS Code of Conduct and the JRS Child Protection Code of Conduct. It is a requirement of your engagement with JRS that you read, have understood and signed this documents, which will be provided to you on interview. If necessary a police check may also be required.

**Your privacy:** JRS respects, and is committed to protecting, your privacy. All personal information collected by or supplied to us is protected by privacy law. Personal information will remain private and will only be used for the purposes outlined in our privacy policy. For more information, visit our websites.

**Thank you for your interest in the work of JRS.**

**OFFICE USE ONLY**

Received: .....  
Reference checked: .....  
Staff member: .....  
Interview date: .....  
Placement: .....