



**Providing safe, reliable transport for
the frail aged, younger people with
disability and their carers**

Volunteer Application Pack

Application Pack

Position:	Volunteer- Driver/ Volunteer- Admin Support Volunteer - Carer Volunteer –Travel Trainer
Reports to:	Manager Consumer Engagement
Hours:	To be agreed
Location:	St George Area

Thank you for your interest in volunteering with St George Community Transport.

Our application pack is designed to assist you with information that will support your decision making regarding this position and also ensuring your application is tailored to our organisation.

It contains the following documents:

- Our selection process and key policy areas
- An application form
- Our history
- Our region

Additional information about St George Community Transport can be found on our website www.stgct.org.au

Please do not hesitate to contact Nurina Simpson, Manager Consumer Engagement, St George Community Transport if you have any questions or queries about your application on 9585 3000 or via email nurina.simpson@stgct.org.au or reception@stgct.org.au

Selection of Merit

Prospective Volunteers will be required to complete a Volunteer Application Form and be interviewed. A Manager will conduct the interview, discuss the volunteer role and address any questions you may have.

Volunteer Applicants who best meet the requirements of the position will be welcomed to the St George Community Transport Volunteer Programme.

All successful volunteers will receive orientation/ induction and ongoing support in the role.

Volunteer Policy Statement

St George Community Transport acknowledges the valuable contribution made by Volunteers in meeting the organisations goals. The Service believes that the use of Volunteers facilitates:

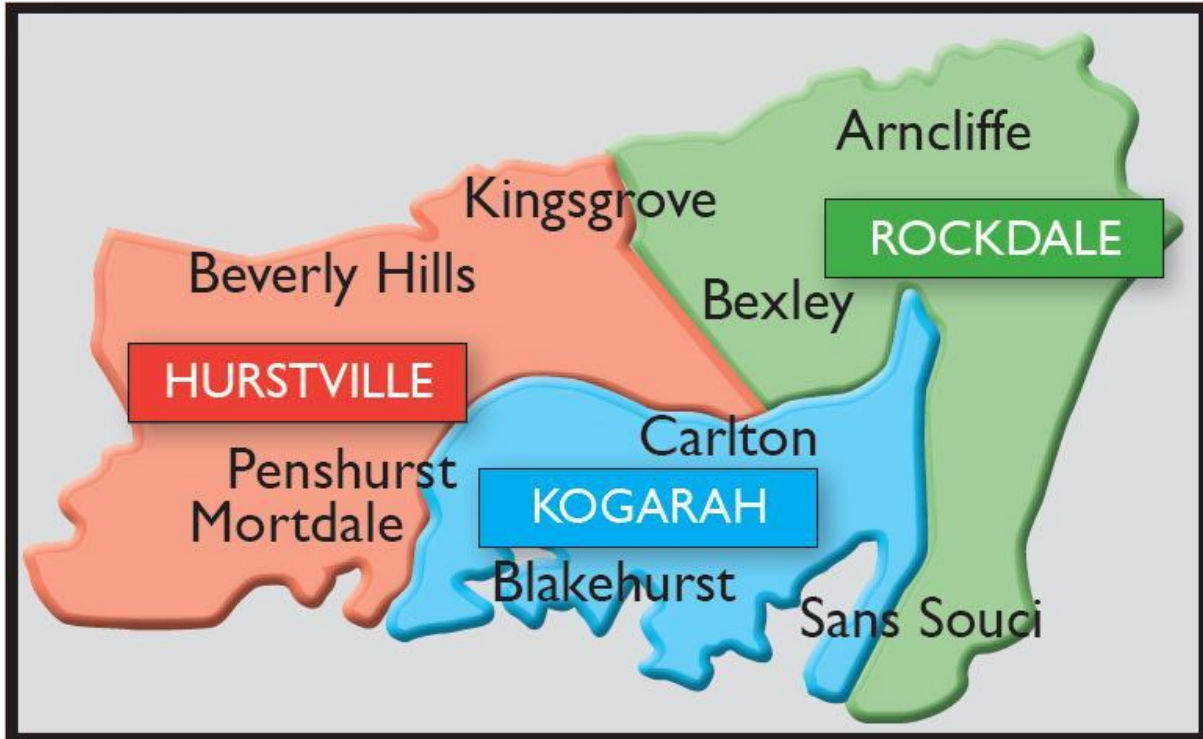
- Greater Community participation in the Service;
- The ability to provide more comprehensive range of services;
- The opportunity for people to develop new skills; and
- An opportunity for Service Users to have a greater connection to the community through the contact with Volunteers.

The Volunteer Application

To apply please address your application, marked **CONFIDENTIAL** to:

Nurina Simpson
St George Community Transport
70 Roberts Avenue
MORTDALE NSW 2223
Or e-mail to
Nurina.Simpson@stgct.org.au

Our Region



*Important region statistics:

- The region has a total population of 232 000
- Residents over the age of 60 account for more than 20% of the population
- The percentage of clients over the age of 60 is increasing
- More than half the community comes from a non-English speaking background
- Approximately 4.7% of the population has a disability that requires support to be independent

**Source: Australian Bureau of Statistics, 2011 Census*

Volunteer Application Form

Surname	
First Name	
Prefer to be called	
Home Street Address	
Suburb	P'code
Postal Address (if different)	
Suburb	P'code
Country of Birth	Date of Birth
Phone Number	Mobile
Email	
Emergency Name and Contact Number	
Mobile	
Skills you can bring to the service as a volunteer (include any training)	
Are you currently employed	
Occupation	
Are you on any scheme requiring that you volunteer/work experience?	
If yes Name of Organisation	
Commitment Required	

<p>What would you like to achieve from being a volunteer?</p>
<p>Do you have any health problems that may affect your volunteer work? If so how may these issues be addressed in the workplace?</p>
<p>Which days are you available for volunteer work?</p>
<p>During which hours?</p>
<p>Would you be available Weekends..... School Hols..... Weeknights.....</p>
<p>Do you speak any language other than English? (if yes which ones)</p>
<p>Have you been involved in volunteer work before? (if yes with whom)</p>
<p>Do you have a first aid certificate? Y/N Expiry date:</p>
<p>What role would you like to do as a volunteer? Circle:</p> <p> Volunteer- Driver Volunteer-Admin Support Volunteer- Carer Volunteer –Travel Trainer </p>

Volunteer Driver Applications only

Have you ever been refused or disqualified from holding a driver's license (if yes please detail)

Do you have any medical conditions which may restrict your ability to drive a vehicle (if yes please detail)

Drivers Licence Information Disclosure Agreement

St George Community Transport (STGCT) has a commitment to protect and not place at unreasonable risk vulnerable people, members of the communities we serve, the STGCT workforce and anyone who enters a STGCT workplace. STGCT conducts ongoing Working with Children Checks, Police Checks and Drivers Licence Checks in order to meet this commitment and legislative requirements.

RMS-Driver's Licence Check

St George Community transport conducts ongoing Drivers Licence Checks (DLC), for all drivers, as part of its ongoing duty of care responsibilities concerning road safety as well as to encourage the promotion of good driving practices. DLC is supported by the Road Transport (Driver Licensing) Regulation 2008.

I,, (full name)

consent to St George Community Transport conducting/ carrying out a:

- Licence Validation Enquiry - to confirm if a driver licence is current and the class of licence.
- Demerit Point Enquiry - to confirm if a licence holder has 'zero' or 'one or more' demerit points accumulated. The demerit points balance is not released.

Licence Class:.....

Licence Card Number:*

*This number appears in the top right hand corner of the licence

Signed.....

Date.....

Languages spoken

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References: Please provide names of two referees.

Name:		Phone:	
Name:		Phone:	

National Police Check/ Working with Children Check

Do you consent to a police check, working with children check & medical being performed every 3 years and completing a Prohibited Employment Declaration under the Child Protection (Prohibited Employment) Act should you be selected as a Volunteer **Yes/No**

People granted the right to work in Australia also have the right to volunteer. Even if you do not have permission to work you may well be entitled to volunteer. If you do not have permission to work, St George Community Transport strongly recommends you check with the Department of Immigration and Border Protection to clarify your status.

I declare that the above information and the information contained in my written application letter are true and correct, to the best of my knowledge. I understand that should any of the information supplied by me be found to be false, I am liable for disciplinary action that could lead to my dismissal.

If I am offered a volunteer placement I agree to:

- protect Service User’s confidentiality;
- respect the rights of team members & Service Users;
- not act beyond the duties of my position; and
- Abide by all policies and procedures set by the Governance Body.

Signature

Date



Please use this space to provide any additional information:
(eg relevant work experience, list any attached documents eg resume, etc

