



# Randwick City Library Service Volunteer Application Form

Randwick City Library Service appreciates the contributions of volunteers who assist in performing a variety of tasks. To make your voluntary work a satisfying and rewarding experience, we want to match your skills and interests with the tasks available.

Volunteering must not be used to obtain a reference or for work experience.

**You must be at least 16 years of age to join the volunteer program.** Volunteers under 18 years of age must have a parent/guardian complete the consent section of this form.

Title \_\_\_\_\_ Your past experience (include voluntary work)

Surname \_\_\_\_\_

Given name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Your skills and interests

Mobile \_\_\_\_\_

In case of an emergency, please notify \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Why do you want to volunteer? \_\_\_\_\_

\_\_\_\_\_ Languages spoken

\_\_\_\_\_

\_\_\_\_\_

Bowen Library  
669 - 673 Anzac  
Parade  
Maroubra

Margaret Martin Library  
Level 1 Royal Randwick  
Shopping Centre  
Belmore Road  
Randwick

Malabar Community  
Library  
1203 Anzac Parade  
Matraville



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Do you have a medical condition or special need that may affect your voluntary work?

If yes, please give details

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How much time do you have available for volunteer work?

\_\_\_\_\_ per week/fortnight

Which day or time do you prefer to volunteer?

(please tick)

- Monday     am     pm
- Tuesday     am     pm
- Wednesday     am     pm
- Thursday     am     pm
- Friday     am     pm

At which library would you prefer to volunteer?

- Bowen Library, Maroubra
- Malabar Community Library
- Randwick Branch Library

Please note that due to limited availability we may not be able to offer work at our branches.

Would you prefer to work with (tick all that apply)

- Children
- Young adults
- Adults
- Seniors
- Culturally and Linguistically Diverse Community
- Library Staff only

If you have ticked Children's or Young Adults you must provide a valid "Working with Children's" check.

Listed are some of the areas where we need volunteers. Please indicate your preference. We will assess your skills and the required tasks before we can match you with your preferred area.

- Assist with events and activities
- Assist with displays
- Assist with internet classes for seniors
- Assist with one-on-one computer help for seniors
- Assist with the Home Library Service
- Assist with administrative tasks

### Reference Information

Please provide a personal or professional reference (tick one)

- Personal                       Professional

Name \_\_\_\_\_

Phone \_\_\_\_\_



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Have you ever been convicted of a crime other than a minor traffic violation?

- Yes                       No

If yes, please explain

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A conviction will not necessarily preclude your volunteering. This information will only be used for volunteer-related purposes.

*I authorise Randwick City Library Service to make enquiries as to my experience and character, and certify that all statements made in this application are true.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Parent or Guardian Consent if under 18 years

*I give permission for \_\_\_\_\_ to join the Library Volunteers program. If his/her application is successful at Randwick City Council Library Services they will be volunteering for a maximum of \_\_\_\_\_ hours per week.*

*I understand proper training and supervision will be provided.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Office use only

Interview date \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Task assigned \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Library Volunteers' Policy has been issued and explained to applicant

Workplace Health and Safety induction form has been provided

Interviewed by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Working schedule \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Commencement date \_\_\_\_\_