

This form is used to determine your suitability to volunteer for Mates4Mates.

Mates4Mates supports our wounded, injured or ill Australian Defence Force (ADF) members and their families, and aims to raise public awareness around the challenges many returned ADF members face after transitioning back into civilian life.

All information collected on this form is confidential and is used by Mates4Mates employees only. All personal information is kept secured and will not be shared with third parties without your permission. The only limits to confidentiality are threats of harm to yourself or someone else; or if a court subpoenas the documents.

## PERSONAL INFORMATION

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**Application date:** ..... **Title:** .....

**First name:** ..... **Last name:** .....

**Address:** ..... **Suburb:** ..... **Postcode:** .....

**Mailing Address:** ..... **Suburb:** ..... **Postcode:** .....

**Home phone:** ..... **Work phone:** .....

**Mobile phone number:** ..... **Email:** .....

**Gender:**            Male            Female            **Date of birth:** .....

**Do you hold a current driver's licence?**            Y            N

**Do you hold a current working with children?**            Y            N

## EMERGENCY CONTACT

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**First name:** ..... **Last name:** .....

**Relationship to applicant:** .....

**Daytime phone:** ..... **After hours phone:** .....

**Any special requirements/comments:** .....

Form continued over page ...

## VOLUNTEER/EMPLOYMENT INFORMATION

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**Volunteer experience:** ..... **Date:** .....

**Employer:** ..... **Does your employer have a volunteer program?**      Y      N

**Qualifications/skills:** .....

**Interests/hobbies:** .....

**Languages spoken:** .....

## AVAILABILITY TO ASSIST

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<b>Monday</b>	AM	PM	<b>Friday</b>	AM	PM
<b>Tuesday</b>	AM	PM	<b>Saturday</b>	AM	PM
<b>Wednesday</b>	AM	PM	<b>Sunday</b>	AM	PM
<b>Thursday</b>	AM	PM			

## HOW YOU WOULD LIKE TO HELP?

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I would be interested in **all** volunteer opportunities

I am applying for a **specific** volunteer opportunity

Event Name: .....

Date of opportunity: .....

I would like to volunteer to **collect donations/money**

I am interested in **office-based** opportunities

e.g. administration, computers, telephone

I am interested in volunteering for **events/activities**

e.g. golf days, luncheons, christmas wraps

I am interested in volunteering to help with **promotions**

e.g. handing out information, manning information stalls

## SPECIAL NEEDS

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**Have you any special needs or medical conditions that may affect the work you do as a volunteer?**

Y      N

**If yes, please provide details:** .....

## REFERENCES

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**Please provide two referees:**

Name: ..... Name: .....

Business: ..... Business: .....

Position: ..... Position: .....

Address: ..... Address: .....

Suburb: ..... Postcode: ..... Suburb: ..... Postcode: .....

Phone: ..... Phone: .....

## NEWSLETTER

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**Yes, I would like to keep up-to-date on what's happening at Mates4Mates by subscribing to your newsletter.**

## CONFIDENTIALITY

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I recognise that as a Mates4Mates volunteer, I may learn certain facts and have access to records that are of highly personal and of a confidential nature. I understand such information, which may include medical condition and treatment, relations with family members, names and addresses of individuals and their friends and family, and other records pertaining to Mates and supporters is Confidential Information.

I agree I will not disclose any Confidential Information to any person who is not employed by or a Mates4Mates team

**Member.** .....

**Signature:** ..... **Date:** .....

**Please complete and return to:**

Mates4Mates  
PO Box 1220, Milton QLD 4064  
P: 1300 462 837  
E: fundraising@mates4mates.org

## PRIVACY STATEMENT

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Mates4Mates (we, us and our) respects and upholds your rights to privacy established by the Australian Privacy Principles contained in the Privacy Act 1988 (Act). The personal information you have provided will help us process you as a valued volunteer with our organisation and will be treated as confidential.

We may also use your information for research purposes - in such cases all data will be de-identified before aggregated and analysed.

Your opinions are valuable in order to ensure we continue to attract volunteers and understand their needs. From time to time you may be invited to participate in research projects to assist Mates4Mates in keeping volunteering alive. Participation in these projects is optional and your personal details will not be given to any external organisation.

An individual can also request their personal information be changed or corrected. Mates4Mates will make all changes where appropriate. If we disagree with a requested change, we will on request keep a record of the requested changes with the relevant personal information.

## VOLUNTEER AGREEMENT

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I \_\_\_\_\_, hereby agree to volunteer my services to Mates4Mates Limited.

I understand this is an uncompensated volunteer service. No offer of regular employment is sought or implied.

I agree to volunteer with Mates4Mates as per the position description supplied and agree to volunteer to the following:

- I understand that either I or Mates4Mates can end my volunteer service at any time
- I agree to participate in a Mates4Mates volunteer induction
- I agree to wear Mates4Mates volunteer identification supplied while volunteering
- I understand all information I provide in the volunteer application form will be retained on the database of Mates4Mates
- I agree that Mates4Mates is not responsible for any lost, stolen or damaged personal property
- I acknowledge the public may regard me as a representative of Mates4Mates while serving as a volunteer, and thus I will dress and conduct myself accordingly. I will be courteous and helpful to patrons and other staff members and I will not engage in the unacceptable behaviours listed at the end of this agreement
- I agree to contact my Volunteer Coordinator or other Mates4Mates staff as soon as possible if I cannot fulfil my volunteer commitment
- I understand Mates4Mates has volunteer workers' personal accident insurance and public liability insurance for volunteers working within the scope of their assignment and on behalf of Mates4Mates
- I will report any on-the-job injury or illness, no matter how minor, to my volunteer coordinator and/or a suitable Mates4Mates staff member.

The following practices are unacceptable and may lead to ending your volunteer service:

- Destruction, damage, avoidable wastage, theft or unauthorised use of property that is not the property of the volunteer
- Reporting for my volunteer shift while under the influence of alcohol, narcotics or other controlled substances
- Possession of alcohol, narcotics, controlled substances or weapons while on a Mates4Mates volunteer shift
- Failure to observe safety practices, rules, regulations and instructions
- Failure to promptly report to the volunteer supervisor or to another Mates4Mates staff member any injury or accident sustained while fulfilling your volunteer commitment
- Negligence that results in injury to others
- Misrepresenting yourself as speaking for Mates4Mates and making statements or taking other actions that are intended to or could reasonably be expected to damage the integrity or reputation of Mates4Mates
- Sexual or racial harassment or other unlawful discrimination towards another volunteer, staff member or member of the public
- Engaging volunteers, staff members or members of the public in religious instruction, proselytizing, or worship while working with them during a volunteer commitment.

My signature (or parent/guardian signature) below indicates that I/we have read the above statements and a Mates4Mates staff member has satisfactorily answered any questions I had about them.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Volunteer Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

This agreement will be in effect for the duration of my volunteer commitment, beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_