VOLUNTEER APPLICATION FORM

Personal details

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

What days of the week are you able to volunteer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any health or medical restrictions that may affect you or your work ability to volunteer at Koala Park? (ie. asthma) And is there anything we can do to assist you to overcome any difficulties you may have?

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Do you have a current driver’s licence? (please specify)

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Have you had any previous experience with working with animals?

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Do you have a current first aid certificate? YES / NO

Questionnaire

1) Why would you like to volunteer at Koala Park Sydney?

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2) When working in a wildlife park, do you think it is more important to be an ‘animal person’ or a ‘people person’, and why?

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3) If you came across a situation where you were unsure of what to do, such as a visitor asking a question about where an enclosure is or asking questions about animals that you don’t know the answer to, or an animal in an enclosure doesn’t look well, or you see someone doing the wrong thing, how would you handle the situation?

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Working with Children Check

Please obtain a Working with Children Check

 <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

WWCC number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education and Employment History

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| --- | --- | --- |
| Education /job position | Year completed / position held | Details / Qualifications achieved |
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CHECKLIST FOR VOLUNTEER APPLICATION - IT IS ESSENTIAL THAT THE CHECKLIST IF FOLLOWED IN ORDER FOR THE APPLICATION TO BE ACCEPTED. APPLYING AS A VOLUNTEER DOES NOT GUARANTEE A POSITION. 1. Fill in the application form & declarations ensuring all sections are completed in as much detail as possible. 2. You will need to include a medical certificate from your local G.P confirming you are fit to work at the Australian Reptile Park. 3. Ensure all referees contact details are included and correct. Please note, family members cannot be used as a referee. 4. All applicants are required to obtain a Working with Children Check – https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-withchildren-check Do not submit an application without this included. Application numbers are not accepted. 5. Attach C.V with personal references. Please remember that your application cannot progress unless ALL the above information is attached to the application form. PLEASE NOTE: Should your application be successful; a Police Check will be conducted onsite. Uniforms can be purchased onsite! Send your application form and attachments to the contact details below. Contact Details Contact: Volunteer Co-ordinator Address: PO Box 737, Gosford, NSW, 2250 Phone: (02) 4340 1022 Fax: (02) 4340 2990 Email: admin@reptilepark.com.au 2 VOLUNTEER APPLICATION FORM PERSONAL DETAILS Surname: First Name: Address: Postcode: Date of Birth: Home Number: Mobile: Emergency Contact: Contact Number: Email Address: Please number in order of preference in which section you would like to volunteer: Reptiles: Mammals & Birds: Please indicate what days of the week you are available to volunteer: ATTACH PHOTO ID HERE! Please place your Working with Children Check number below. Do not submit your application without the confirmed WWCC. An application number will not be accepted. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3 Do you have any health restrictions or disabilities which may affect you or your competency in performing the duties of this position? (Please circle) YES/NO If “Yes” what adjustments would be required to overcome this difficulty? Do you have a current drivers licence? (Please specify what type) Have you even been convicted of a wildlife related offence? (Please circle) YES/NO Have you previously worked, volunteered, or applied to volunteer at The Australian Reptile Park: (Please specify dates and involvement): EDUCATION Final year school level: Date: Qualification obtained: Final year subjects: Further education/training courses completed Year started Year completed Course Institution Do you have a current first aid certificate? (Please circle) YES / NO 4 Please answer the following questions: a) Why did you choose to apply for voluntary work at The Australian Reptile Park? b) What are your goals for the future and how will ARP help to assist you in achieving them? Do you dislike or have a phobia/ Allergies of any animals? EMPLOYMENT HISTORY Please provide details of present and previous employment. Please state your present and last job held first. Employed By: From: To: Reason for Leaving: REFEREES Name: Name: Relationship: Relationship: Contact Number: Contact Number: 5 DECLARATION I acknowledge that the assistance I provide to The Australian Reptile Park will be on a voluntary basis. I understand that I have no rights to claim, nor is The Australian Reptile Park liable to pay or contribute compensation or remuneration arising from any injuries, accidents or misadventure whether or not caused by any negligence on the part of management or employees of The Australian Reptile Park which may occur during or in the course of, or in any way contributed to this voluntary engagement. I further acknowledge that the provision of my assistance to The Australian Reptile Park on a voluntary basis does not establish an employment relationship between The Australian Reptile Park and myself. Therefore, as a volunteer, I will not be entitled to any of the legal entitlements that an employee of The Australian Reptile Park would be entitled to, for example, wages, annual leave, long service leave, sick leave and parental leave. Employed work by the Australian Reptile Park is not guaranteed through the volunteer program. Volunteering has many benefits including gaining experience in the industry, training, networking with individuals/parks/zoos, discounted rates at the kiosk/gift shop and working with a range of species including select species that are only found at The Australian Reptile Park, in Australia. I understand that I am not entitled to receive (and will not receive) any remuneration whatsoever, for the assistance I provide to The Australian Reptile Park. However, I will be entitled to claim reimbursement for reasonable expense incurred in providing my assistance to The Australian Reptile Park as long as incurring of such expenses are authorized by a competent officer of The Australian Reptile Park. Finally, I understand that I will need to pay $70.00 when I begin volunteering to cover expenses of uniform, and a police check to be done. I also acknowledge that a working with children check will be done as well. Date: Name of Volunteer: Signature of Volunteer: \_\_\_\_\_\_