



All shaded areas must be completed

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: _____ MOBILE: _____

Task Preference		Preferred Hours		Days Preferred	
Cooking		9-1pm		Monday	
Food Preparation		9-2pm		Tuesday	
Serving Food		11-1pm		Wednesday	
Cleaning and Washing Up		12-2pm		Thursday	
				Friday	

Volunteer Agreement

This document sets out the arrangement under which the Intown Centre appoints

_____ as a volunteer.

The agency will:

- Provide information and support to enable the volunteer to meet the responsibilities of the volunteer position.
- Accept feedback and constructive suggestions from the volunteer on ways to improve the service and bring to the attention of the Board.
- Maintain confidentiality at all times.
- Maintain voluntary worker insurance policy for personal accident and injury.
- It is agreed that this appointment is not, and is not intended to be, a contract of employment. Further, nothing in this appointment constitutes a commitment by the agency to provide employment in the future.
- In the event of undesirable conduct the volunteer maybe asked to leave.

Signed by (Coordinator): _____ Date: _____

The volunteer agrees:

- To carry out tasks assigned to me as a volunteer staff member to the best of my ability.
- To provide adequate notice for replacement if unable to attend the Intown Centre on rostered day.
- To refrain from offering counseling to clients.
- To maintain and respect confidentiality of other staff (paid or unpaid), clients at all times.
- To work with the Board and volunteers to achieve the aims and objectives of the Intown Centre Inc.

Signed by (Volunteer): _____ Date: _____

Application for Volunteer National Police Check

This is not an application for a National Police Certificate

SURNAME: _____

GIVEN NAMES: _____

PREVIOUS, MAIDEN OR ALTERNATIVE NAMES: _____

DATE OF BIRTH: _____

DRIVERS LICENCE NUMBER: _____ STATE OF ISSUE: _____

STATEMENT OF CONSENT AND INDEMNITY

I consent to a check of the records of all Australian Police jurisdictions and to the acknowledgement of the existence of any court outcomes and /or pending charges being provided to an approved volunteer group.

In consideration of WA Police releasing and acknowledgment of any court outcomes or pending charges, under this application, I hereby indemnify the State of WA, its servants and agents including all members of WA Police against all actions, suits, proceedings, cause of action, costs, claims and demands whatsoever which may be brought or made against it or them by anybody or person by reason of or arising out of the reason of any details of any court outcomes and other information recorded against my name purporting to either relate to or concern me.

Notes: (Any information the volunteer freely releases in regards to any convictions, court outcomes, or pending charges).

Volunteers Signature: _____

Date: _____

Coordinators Signature: _____

Emergency Contact Information;

Name: _____ Contact Phone No: _____

Media & Social Media Permission Release Form

(Volunteers, Clients, Donors, Visitors)

As part of the Intown Centre we like to promote what we do, donations received achievements of the centre and the efforts of individuals that are connected to the Centre.

Intown Centre seeks permission to use the following:

- media (photo/film/audio recording) in which you may appear
- a written comment made by you
- work samples made by you
- names, event details and outcomes
- newsletters, radio, newspapers, webpage, social media (facebook).

COMPLETE THIS SECTION

I give permission to the Intown Centre to publish media, comments and/or work samples of:

I DO NOT give permission to the Intown Centre to publish media, comments and/or work samples of:

Full Name: _____

Signature: _____

Date: _____