

Sri Lanka Volunteer Program

Volunteer Application Form

Personal Details

Title: Ms Mrs Miss Mr Other _____

Family name: _____

Given names: _____

Home Address: _____

Suburb/town _____ State: _____ Postcode: _____

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Your contact details: Home _____ Work _____ Fax _____

Mobile _____ Email address _____

Date of birth: ___/___/___ Gender: Male Female

Qualifications

Please specify you highest level of education:

University Degree Higher School Certificate School Certificate I am currently studying

Please provide details of you highest level of education:

Institution _____ Course _____

If possible, would you be willing to volunteer in an area which you are qualified in? Yes No

Employment History

I work full time I work part time I currently do not work I am a student

Current Employer: _____ Occupation: _____

Please list the skills required for your role:

Previous Employer: _____ Occupation: _____

Please list the skills required for your role:

If possible, would you be willing to volunteer in an area which you have worked in? Yes No

Volunteer History

Have you worked or volunteered for Palmera Projects in the past? Yes No

If yes, in what capacity? (e.g. Event Participant, Member, Staff etc.) _____

Do you have any work experience in a voluntary capacity? If so, please specify below.

Please list the skills and experiences you would like to share with Palmera Projects: (eg administration, working with young people, professional skills etc).

Please list any qualifications or training you would like to share with Palmera Projects: (eg Certificate IV Training and Assessment, First Aid etc).

Languages other than English

Level of your knowledge (Basic, Medium, Fluent)

1. _____ Spoken (B/M/F) Written (B/M/F)

2. _____ Spoken (B/M/F) Written (B/M/F)

Are you fluent in either Singhalese or Tamil? Yes No

Have you ever been to Sri Lanka? Yes No

If so, Where and When?

Why did you want to be a part of the Palmera Sri Lanka Volunteer Program?

What do you hope to get out of the Palmera Sri Lanka Volunteer Program?

Referees

Reference checks are a standard part of our volunteer selection process.

Please provide the name and contact details of two people who are not family members.

Name: _____ **Relationship:** _____

Ph: _____ Mob: _____ How long have you known this referee?: _____

Address: _____ Email: _____

Name: _____ **Relationship:** _____

Ph: _____ Mob: _____ How long have you known this referee?: _____

Address: _____ Email: _____

Your Health and Safety

Palmera Projects matches potential volunteers to positions on the basis of how well their knowledge, skills and abilities meet the position requirements. Some positions include activities such as lifting, driving, carrying, and working unsupervised or standing for extended periods of time. You will be able to discuss these further at your interview.

Police Check and Working with Children Check

Do you consent to a police check?

Yes

No

Are you willing to obtain a Working with Children check, if required?

Yes

No

Declaration

- I am applying for volunteer work with Palmera Projects.
- I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.
- I understand that I will be required to attend an information session about the position, undertake a reference and background check, and undertake induction and/or service/program training prior to my commencement.

I declare that the information contained in this application is true and correct.

Signature: _____ Date: _____
Applicant

Volunteers are recruited by Palmera Projects based on the needs of the Organisation and the skills and experience requirements indicated in position descriptions.

Privacy Statement

Your privacy is our priority. Palmera Projects abides by the National Privacy Principles in all its dealings with members, volunteers and the public.

All 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 in aggregate form for research purposes - in such cases individual names will not be identified.

Where did you find out about volunteering with Palmera Projects?

Internet Print media (newspapers, publications) Word of mouth

Other (please specify) _____

Please email your completed forms to dilan.p@palmeraprojects.org