



# VOLUNTEER APPLICATION FORM

First Name: \_\_\_\_\_ Surname \_\_\_\_\_

Nationality: \_\_\_\_\_ Gender: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Occupational skill or Educational background (optional): \_\_\_\_\_

Currently employed (optional): Yes / No

Would you consent us to share your contact details, if there is any opportunity available? Yes / No

Have you done voluntary work before? Yes / No

If yes, please state briefly where, when and what you have done: \_\_\_\_\_

Do you have a valid driver's license: Yes / No Driver's license #: \_\_\_\_\_ State: \_\_\_\_\_

Have you ever been convicted of or plead guilty to any crimes involving or against a minor? Yes / No

If yes, describe each in full: \_\_\_\_\_

Have you ever been refused to participate in any other groups, club or organisations program? Yes / No

If yes, explain: \_\_\_\_\_

## AVAILABILITY

Please write the days and time during which hours are you available for volunteer assignments.

Weekday morning: \_\_\_\_\_ Weekday afternoons / evenings: \_\_\_\_\_

Weekend mornings: \_\_\_\_\_ Weekend afternoons / evening: \_\_\_\_\_

## Contact Person in Case of Emergency

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Contact #: \_\_\_\_\_ Work / Home \_\_\_\_\_ Relationship: \_\_\_\_\_

## Referees:

Please nominate two people (other than close friends and family) whom you authorise to be contacted and act as references for this application. I consent to SMCI seeking verbal information on a confidential basis about me from referees and authorise the information sought to be released by them to SMCI for the purposes of obtaining my suitability for the position of volunteer. I understand that the information received by SMCI is supplied in confidence as evaluative material and will not be disclosed to me.

Signature ..... Date \_\_\_\_\_

NAME	RELATIONSHIP TO YOU	PHONE NUMBER
1.		
2.		

### Disclaimer for Volunteers:

SMC makes every endeavour to provide a safe and secure working environment for all volunteers and not to ask any volunteer to perform task beyond the competency of the volunteer, or without appropriate training and supervision. However, every volunteer must take care for their own safety well-being and the safety well-being of others around them. Volunteers should not undertake task for which they do not feel competent or do work in situation at SMC where they do not believe their own safety is assured. Volunteers must act in a reasonable and safety-conscious way at all times. Skill and Employment details are collected for reference only and this is not served as any Employment assurance from SMC.

I declare that the above information is accurate to the best of my knowledge.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

SOUTHLAND MULTICULTURAL COUNCIL INC.

46 Kelvin St. Invercargill NZ

L: 03 214 9296 M: 027 214 9296

E: office@southlandmulticultural.co.nz W: www.southlandmulticultural.co.nz

"To protect and promote the interests and aims of ethnic communities and migrants in Southland"



# Southland Multicultural Council Inc.

## Code of Conduct for Volunteers

### 1. Purpose of this Code

This code of Conduct describes standards of behaviour that are expected of volunteers of Southland Multicultural Council Inc.

### 2. Standards of Behaviour

When representing Southland Multicultural Council representatives will:

- Be honest and fair in all your dealings
- Behave in a way that maintains and builds the reputation of Southland Multicultural Council
- Be mindful of the need to protect the environment
- Do voluntary work for Southland Multicultural Council without the desires of personal gains
- Model excellent behaviour by not using illegal drugs or suffering from the effects of alcohol while at work

### 3. Create and maintain good relationships with each other and with the public

- Behave politely, sensitively and respectfully
- Value differences and behave in culturally appropriate ways
- Avoid behaviour that could be considered as harassment, exploitation, or discrimination
- Recognise and respect others roles, contribution, experience and skills
- Recognise and respect different opinion, and support the right of all points of view to be heard
- Be supportive of all work done in the name of Southland Multicultural Council

## CONFIDENTIALITY/DISCLOSURE FORM

Committee members/volunteers are not permitted to discuss about anything that is discussed in a meeting or in passing with any person who is not directly involved in this committee. Any discussion must be in professional capacity only.

All confidential information is to remain confidential, not copied or disclosed solely for the purpose and shall not be used for any other purpose.

Further to this, no committee member/volunteer is to give out any member's telephone number or personal particulars to unidentified persons or talk about the committee's business to people not involved in the committee without permission.

References to Southland Multicultural Council and the committee in blogs or social networking sites must be neither objectionable nor restricted information. In particular, members/volunteers need to take care that they are not damaging the reputation of Southland Multicultural Council.

If a member/volunteer is required to disclose any confidential information, to immediately notify and co-operate with the Coordinator /President or next in line, to try to avoid or limit such disclosure.

I have read, understood and will abide by this.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SOUTHLAND MULTICULTURAL COUNCIL INC.**

46 Kelvin St. Invercargill NZ

L: 03 214 9296 M: 027 214 9296

E: office@southlandmulticultural.co.nz W: www.southlandmulticultural.co.nz

**"To protect and promote the interests and aims of ethnic communities and migrants in Southland"**