



Cape York Partnerships

Attention: Human Resources

PMB 1, C/- Cairns TAFE, Cairns

Queensland, 4870

Tel: 07 4042 7200

Fax: 07 4051 3556

hr@capeyorkpartnerships.com

Form Reference: HRF020

Form Name: Volunteer Application Form

Contact Details

Title: Miss Mrs Mr Dr Other	First Name		Surname		
Postal Address					
				Postcode	
Home phone		Work phone		Mobile phone	
Email address					

Personal Details

Date of Birth		Gender	Male / Female		
Next of Kin / Emergency Contact			Relationship		
Postal Address					
				Postcode	
Home phone		Work phone		Mobile phone	
What is the main language spoken at home:					
Do you identify as an Aboriginal or Torres Strait Islander? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Do you hold a valid C Open Class Australian Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Do you hold a current First Aid Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>					

Preferred location

Some placements require staff to travel to, and reside in, remote locations throughout Cape York for extended periods. Considering this what would your preferred location be?

Cairns only Remote only Either Cairns or Remote

Availability

The majority of placement opportunities require a high level of commitment from between four weeks and 12 months. In light of this, applicants need to ensure that any personal, financial or professional commitments are covered for the term of the placement.

Please indicate the general length of commitment you would be able to provide to Cape York Partnerships

Weeks <input type="checkbox"/>	Months <input type="checkbox"/>	If a placement that suited your skills and experience became available immediately, from what date would you be able to start? / /
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If a placement that suits your skills and experience is not available immediately, are you happy for us to keep your records on file for future consideration? Yes No

Skills and experience

Work details and history

What is your primary field of work?

Please provide details of your two most recent positions (Please include a cop of your current resume)

Current Position

Position title		Current Employer	
Commencement date		End date	
Key responsibilities	1.		
	2.		
	3.		

Previous Position

Position title		Employer	
Commencement date		End date	
Key responsibilities	1.		
	2.		
	3.		

Skills

1.	3.
2.	4.

Qualifications

Please list any formal trade, vocational training or post secondary education that you have undertaken.
 (Certified copies of all qualifications including subjects are required to be submitted with this application. Use back page if necessary)

Qualification 1		Date (to/from)	
Full/part time		Completed	Yes No
Institution			
Field of Study			

Qualification2		Date (to/from)	
Full/part time		Completed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Institution			
Field of Study			

Qualification 3		Date (to/from)	
Full/part time		Completed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Institution			
Field of Study			

Motivations

Have you ever undertaken any community/volunteer activities? Yes No

Organisation 1		Date (to/from)	
Involvement			

Organisation 1		Date (to/from)	
Involvement			

Have you ever worked in an Aboriginal Community?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Are you applying for a certain placement?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Why do you want to get involved with Cape York Partnerships?

Criminal History

Cape York Partnerships (the project owners of Cape York Volunteer Network) are legally obliged under the Commission of Children and Young People Act (2000) to ensure Criminal History Checks are conducted on all personnel whose placement requires them to work with children. Taking this into consideration:

If you are a resident of Queensland, do you hold a valid Blue Card? Yes No

(If Yes, a copy must be attached with the application which clearly indicates the name and the signature on the card (which MUST be the same as the cardholder) and clearly shows the Registration and VALID Expiry date and the original cited by Cape York Volunteer Network upon commencement of the placement)

Do you have any objection to Cape York Partnerships conducting a Criminal History Check on you if you are successful for a placement? Yes No

Do you have any objection to Cape York Partnerships conducting a Police check on you if you are successful for a placement?

Yes No

(This will be conducted if the applicant will not be directly working with children and an alternative to a Blue Card)

Alcohol and drugs

Placement Applicants need to be aware that Cape York Volunteer Network (and the agencies it places volunteers to) has some restrictions and conditions based around the consumption of alcohol and other drugs by project staff working in communities in Cape York

These restrictions may not be a compulsory requirement of the actual community in which the staff may work. However, as a part of the Cape York Volunteer Network team committed to supporting Aboriginal leaders endeavours to tackle the alcohol epidemic in Cape York then volunteers must agree to totally abstain from the consumption of alcohol and other drugs (apart from prescribed medication) whilst carrying out their placement in Aboriginal communities in Cape York.

Further, when in Cairns and representing Cape York Partnerships they must not supply aboriginal people with alcohol or consume alcohol with Aboriginals who reside in the community they are working or who they are working on project activities with.

In relation to tobacco, as staff are seen as role models, you are expected to refrain from smoking in public places in communities in Cape York. Furthermore, staff are prohibited from smoking whilst working on any activities involving children or carrying out any duties with children present.

Can you agree to abide by the aforementioned regulations in regard to the purchasing, supply, and/or consumption of tobacco, alcohol and other drugs whilst on assignment in Cape York? Yes No

Health

Some Cape York Partnerships placement opportunities will be located in the tropical and remote regions of Cape York. Whilst there may be limited facilities, there are provisions for basic health care treatments and access to transport should an emergency medical evacuation be required.

Do you have a history of, or any current health condition/s that may affect your ability to carry out your placement within the tropical climate and isolated location of Cape York? Yes No

If Yes, please provide further information.

Referees

We require two referees to support your application – one professional and one character. The professional referee should be either an employer or colleague who has worked with you directly in your nominated field or work. The character referee may be anyone apart from a spouse/partner or relative, who has known you personally for at least two years.

If your application is successful, your referees will be contacted. Please advise them of this prior to submitting your application to avoid any confusion.

Professional referee

Name		Organisation	
Position title		Relationship to you	
Telephone No		Email address	

Character referee			
Name		Organisation	
Position title		Relationship to you	
Telephone No		Email address	

Additional Information
Is there any other information you would like to provide in support of your application

Declaration
I _____ certify that to the best of my knowledge, that all the information supplied by me in this application is true and correct. Furthermore, I understand that the information supplied to Cape York Partnerships will not be forwarded to any third party or used in anyway other than the intended purpose of assessing my suitability for a staff placement, without my expressed consent.
Signature:
Date:

Application checklist
Before returning this form, please ensure you have:
<input type="checkbox"/> Read and understood all the enclosed literature
<input type="checkbox"/> Answered all the questions and signed and dated this form
<input type="checkbox"/> Attached a copy of your current resume
<input type="checkbox"/> Attached a copy of current drivers licence or other form of photo ID
<input type="checkbox"/> Attached a copy of Blue Card (if applicable)

Submitting your application
By post: Human Resources, Cape York Partnerships, PMB1, C/-TAFE, Cairns, Queensland 4870
By fax: 07 4051 3556
By email: hr@capeyorkpartnerships.com