



**LATROBE  
REGIONAL  
GALLERY**



**LRG VOLUNTEER PROGRAM  
APPLICATION FORM 2019**

# LRG VOLUNTEER PROGRAM

## APPLICATION FORM 2019



### Applicant's Details:

Title:  Mr  Mrs  Miss  Ms  Dr  Other: \_\_\_\_\_

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

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

Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

### Emergency contact:

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

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Availability:

Volunteers are required to attend regular meetings to confirm availability for rosters, and to receive information regarding upcoming exhibitions, programs and events. These meetings are scheduled fortnightly on Mondays at 11am commencing 11 March 2019.

Availability to attend fortnightly meetings?  Yes  No

Volunteer shifts will be allocated on an ad-hoc basis, depending on the program. Please select from the below times as an indication of general availability.

Please tick all boxes that apply:

- Mon AM  Tue AM  Wed AM  Thu AM  Fri AM  Sat AM  Sun AM  
 Mon PM  Tue PM  Wed PM  Thu PM  Fri PM  Sat PM  Sun PM  
 Openings & Events Fri 5 - 9PM as required

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### **Skills, Interests and Experience Details:**

Please comment on relevant qualifications, skills and experience. Include any other languages spoken (attach supporting documentation if required – maximum 2 pages):

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Reasons for applying to become an LRG Volunteer:

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Are there any physical or health conditions that require consideration in relation to your volunteer duties? If "Yes" please explain:

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### **Working With Children Check**

The Working with Children Check is a legal requirement for people doing child-related work, unless they qualify for an exemption under the Working with Children Act 2005. The Working with Children Check screens a person's criminal record, and in some cases their professional conduct records.

Final appointments to Gallery volunteer positions are subject to a successful application for the Working With Children check before commencing. This check is available online at <http://www.workingwithchildren.vic.gov.au>, and is free for volunteers.

Please complete if you already possess a current Working With Children Check

Registration number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

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### **National Police History Check**

The National Police History Check is a detailed assessment of a person's suitability to work or volunteer, based on the person's criminal history.

All Volunteers are required by law to hold a current National Police History Check. Final appointments to Gallery volunteer positions are subject to a successful application for the Police Check. The National Police History Check is provided free for successful volunteers.

Please complete if you already possess a current National Police History Check:

Registration number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

If you do not have a current National Police History Check, please tick the box if you agree to the following:

I agree to allow Latrobe Regional Gallery to initiate a National Police History Check on my behalf and the information I have provided is correct.

### **Volunteer Conditions**

As a volunteer of Latrobe Regional Gallery the following conditions apply:

1. No payment will be made to you by Latrobe Regional Gallery (LRG) or Latrobe City Council (LCC).
2. Only whilst you are assisting LRG or LCC in the abovementioned clearly defined council business actively, and while your assistance is approved / controlled and / or known by LRG or LCC, you will be covered for Public Liability Insurance.
3. While acting as a volunteer, a limited personal accident insurance cover will be effected by LCC subject to the terms and conditions of the policy, Council retains ownership of the policy and retains discretion in terms of any benefits payable under the policy.
4. Should any injury occur to you while you are acting as a volunteer of LRG or LCC you must notify your supervisor immediately, or as soon as practicable.
5. Any incident which occurs in which injury or property damage to other parties may arise must be reported immediately or as soon as practicable to your supervisor.
6. Under the terms of Occupational Health and Safety Act 2004, you must follow all established practices, procedures and instructions of council which apply to the tasks you have volunteered to perform.
7. You are expected to perform tasks with all due care, skill and diligence.

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### Volunteer Application Agreement

I confirm that I have read and understand the above mentioned conditions on this sheet prior to signing it.

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

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

Thank you for taking time to complete the volunteer application form, this will allow us to keep accurate and up to date records of all our volunteers. Once this form has been completed please return to Latrobe Regional Gallery.

Please return completed application forms to:

Education & Public Programs Officer

LATROBE REGIONAL GALLERY

PO BOX 264

MORWELL VIC 3840

Phone: 5128 5708

Email: [lrg@latrobe.vic.gov.au](mailto:lrg@latrobe.vic.gov.au)

All information provided will be treated as strictly confidential. Latrobe Regional Gallery requires all volunteers to have a current Working with Children Check and a National Police History Check from The Victorian Police. The Education & Public Programs Officer is able to assist you with the paperwork for the Working with Children Check and National Police History Check, both of which are provided free of charge to Volunteers.

All prospective LRG Volunteers must undergo an interview and screening process prior to commencing as a volunteer.

Latrobe Regional Gallery is part of Latrobe City Council and operates under the same policies, procedures and guidelines.

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Staff Use Only:

Confirmation sent

Entered in system

Police Check

Working With Children Check

Corporate Induction completed

LRG Induction Completed

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