

VOLUNTEER APPLICATION FORM			
Surname:		First Name:	
Address:			
State:		Postcode:	
Date of Birth:			
Home Phone:		Mobile Phone:	
Email Address:			

SKILLS AND INTEREST							
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Occupation/ Background							
Name of current employer							
Education/Qualifications							
Special Skills:	<input type="checkbox"/> Computer skills	<input type="checkbox"/> Telephone	<input type="checkbox"/> Public speaking				
	<input type="checkbox"/> Admin skills	<input type="checkbox"/> Retail	<input type="checkbox"/> Other (please list)				
Other languages you speak, if any							
Previous volunteering experience (if applicable)							
Availability (please note, these shifts are flexible to suit your needs)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Early Morning (6-9.30am)							
Morning (9.30-1.30pm)							
Afternoon (1.30pm-4.30pm)							
Evening (4.30-7.30pm)							

PLEASE TICK YOUR PREFERENCES FOR VOLUNTEERING RESPONSIBILITIES (tick as many as apply)	
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<input type="checkbox"/> Concierge & Wayfinding * Meet and greet the public * Help visitors find their way by providing information & directions * Participating in patient transfer activities * Help patients use computer systems * Participate in community open days, events & campaigns	<input type="checkbox"/> Ward Helper * Support patients in various wards * Escorting patients * Companionship/reading/serving refreshments * Support staff with non-clinical tasks * Assisting with patient feedback
<input type="checkbox"/> Bookings & Admission Chaperon • Meet and greet the public • Help patients to surgery	<input type="checkbox"/> Emergency Department Support • Meet and greet the public • Help patients and families navigate the ED triage system • Support patients and staff
<input type="checkbox"/> Day of Surgery & Recovery Support • Assist patients prior to and after surgery • Escorting patients • Support staff with non-clinical tasks	<input type="checkbox"/> Mental Health Support* • Support patients in mental health aged ward • Companionship/reading/serving refreshments • Craft, singing and other activities
<input type="checkbox"/> Grandparent Program * • Support patients and parents in children's ward • Companionship/reading/serving refreshments • Supervise child when parents need a break	<input type="checkbox"/> Wardsperson Support * • Support wards teams to chaperone patients • Run errands across the hospital
<input type="checkbox"/> Student Volunteer Program • Support patients and staff in non-clinical duties across the hospital (on rotation or placed according to career interest)	<input type="checkbox"/> Other – Do you have a special skill? We are always looking for help in areas like events and admin.

EMERGENCY CONTACT DETAILS

Name:		Phone Number:	
Address:			
State/Postcode:		Relationship:	

REFEREES (Please provide details of two referees that you consent for us to contact)

Name:		Name:	
Address:		Address:	
Relationship:		Relationship:	
Phone No(s):		Phone No(s):	

DECLARATION OF ACCURACY OF INFORMATION

I confirm that the information provided in this application is, to the best of my knowledge, true and complete. I acknowledge that any false statement may be sufficient cause for rejection. I agree that my personal contact information may be used in a personal emergency as necessary.

DECLARATION OF CONFIDENTIALITY

All personal information about any patient and their family/friends, gained from my work as a volunteer with Healthscope will remain between me, the patient and/or family/friends and the team to which I am attached.

Applicant signature:		Date:	
Applicant print name:		Date:	

Other Requirements:

- Police Check and Working With Children Checks are required for all volunteers over 18. This should be provided by first shift.
- Immunisation records must be provided on first shift.
- Volunteers will be required to attend induction and complete training as necessary.
- All volunteers will be assessed for their suitability for certain wards

Benefits

- All volunteers receive uniforms, free parking and a café voucher for each shift worked.

* *Specialised role suitable for pre-screened and trained volunteers or for students training in certain areas of healthcare.*