



TEENZONE - OSHC FOR TEENAGERS LIVING WITH A DISABILITY & THEIR SIBLINGS

VOLUNTEER/WORK EXPERIENCE REGISTRATION FORM

Please complete and return to the TeenZone OSHC Co-ordinator:

c/o Email teenzone@novita.org.au, or PO Box 2438, Regency Park 5942

1. How did you hear about Novita's TeenZone program?

2. Does any member of your family work for Novita? YES NO
(please circle)

If yes, please state the name of the person and their relationship to you:

3. What position would you like to be considered for?
TeenZone Volunteer - Work Experience at TeenZone

4. Why would you like to Volunteer/Work Experience at TeenZone?

5. What skills do you currently have relevant to this position?

**6. What skills & experiences do you hope/need to develop by participating in
volunteer/work experience program at TeenZone?**

7. PERSONAL DETAILS

Surname	Given Name	Middle Name
Address	Postcode	Date of Birth
Home Telephone	Mobile Number	

Email address _____

Emergency Contact Details:

Name	Telephone Number
------	------------------

8. Do you have a National Police Clearance? Yes No

If yes. please provide proof.

If no. are you prepared to get one (no cost involved) ? Yes No

9. Have you ever been convicted of any crime (other than routine vehicle violations)? Yes No

If YES, please explain:

10. Do you have a current Mandated Notification Certificate? Yes No

If yes please provide proof.

11. TeenZone runs at two sites:

TeenZone RPC c/o 171 Days Road Regency Park

TeenZone Hamilton c/o 815 Marion Road Mitchell Park

Are you available for either site? Yes no

Which site would you prefer : Regency Park Centre or Hamilton (*please circle*)

12. When would you prefer to volunteer at TeenZone?

After School Care 3.15pm =6pm at Regency Park : Mon, Wed, Thurs

Vacation Care 8am-6pm school holidays Regency Park/Hamilton

Please write down the dates and times you wish to attend.

13. Are you currently:

(please tick) Student ___ Retired ___ Unemployed ___ Pensioner ___
Employed: Part Time ___ Full Time ___ Other: _____

14. Previous work experience (paid & voluntary):

15. What are your interests and hobbies?

16. Work Experience Journal

To gain maximum benefit from your work experience and to increase your employment opportunities you are requested to keep a journal that documents and reflects on your learning journey, experiences. In your journal include your goals, observations, questions/answers, reflections, hands on experience, training required, training received, and time and dates attended etc. When you feel you are ready to complete tasks independently contact your supervisor to discuss your development and work availability. It is up to you how long this process takes.

I will be keeping a work experience journal. Yes No

17. If you are requesting Work Experience at TeenZone as a part of formal study please provide the following details:

Institute/School/Agency attending _____

Name of Course _____

Supervisor/Teacher/ Lecturer name & contact details

18. Brief description of outcome required:

19. Is a report required? Yes No Due Date _____

I have attached Yes No I will email a copy Yes No

20. Work Experience Hours Required _____ by due date _____

REFEREES

It is preferable for you to list work related referees or previous volunteer Co-ordinators

Name	Title	Company
------	-------	---------

Relationship	Home Telephone	Mobile Number
--------------	----------------	---------------

Name	Title	Company
------	-------	---------

Relationship	Home Telephone	Mobile Number
--------------	----------------	---------------

MEDICAL

Is there anything that would prevent you from performing certain types of work?

(please circle)

YES

NO

If yes, please explain:

I have provided accurate information to the best of my knowledge. The facts outlined in this application are true and complete. I authorise Novita to undertake referee checks to support my application.

I confirm that I have read the "Volunteer Handbook" and agree to abide by the Volunteer Policies and Procedures on pages 15 – 19 and the Code of Conduct overleaf.

I agree to undertake voluntary services within Novita Children's Services and I acknowledge and agree that my performance will be monitored, I will not receive any monetary reward for my services and I agree to undertake a Police Clearance.

I understand and agree that any deliberate omission or misrepresentation of the facts in my application will be justification to refuse or terminate my association with Novita as a volunteer.

Name	Signature	Date
-------------	------------------	-------------

Name	Signature	Date
-------------	------------------	-------------

Parent Guardian (if under 18 years)

Volunteer Code of Conduct

This Code of Conduct is the required standard of behaviour of all volunteers engaged by Novita Children's Services (Novita).

Volunteers shall:

- comply with the provision of this and any other policy or procedure covering their conduct
- be conscientious in the performance of duties and scrupulous in the use of official information, equipment and facilities
- in their dealings with members of the public, clients, employees and fellow volunteers, exercise proper courtesy, consideration and sensitivity
- not conduct themselves in their private capacities in a manner that would reflect seriously and adversely on the Organisation, employees or fellow volunteers.

In addition, Volunteers need to understand the following:

1. Fair, Equitable & Impartial Decisions & Procedures

Fairness requires that volunteer's decisions be honest, frank and impartial. Equity requires that each individual be given his/her due - everyone deserves a fair go.

2. Confidential Information

Whilst volunteering within Novita the volunteer may be told or learn personal and other information of a confidential nature. Confidentiality is an important issue and information should not be passed on or discussed with anyone except the volunteer's Business Unit Manager or Community Relations Co-ordinator.

3. Dressing Appropriately

Volunteers are required to be neat and well groomed and dress appropriately for the work being undertaken. Volunteers should bear in mind their comfort and safety, which includes wearing sensible footwear.

4. Health & Safety

All volunteers must take reasonable care to protect their own health and safety and the health and safety of others. Volunteers must use any equipment provided for health and safety purposes and obey all Health & Safety Policy Procedures and reasonable instructions (OHS&W Policy & Procedures are located on Novita's Quality System) within the Databases & Information Icon.

5. Discrimination & Harassment

Discrimination and harassment will not be tolerated by the Organisation. Members of the public, clients, employees and fellow volunteers are entitled to courtesy consideration and fair and equitable treatment.

Discrimination against people on the basis of sex, sexuality, marital status, pregnancy, race, physical impairment, intellectual impairment or age is illegal. Sexual harassment is unacceptable - volunteers are requested to avoid both direct and indirect discrimination in the treatment of individuals and in the service, which they deliver.