

Volunteer Application Form

Thank you for your interest in volunteering for Rangitikei District Council (RDC). We truly appreciate your willingness to give back to your community. This application is for unpaid volunteer engagements only. It is not an application for employment. Completing this application form does not guarantee that you will be engaged as a volunteer. If your application to volunteer is successful, you will be provided with a volunteer agreement.

This volunteer application form and volunteer declaration form is designed to collect information to support the selection process for volunteer engagements with RDC. Please complete the application form in full. You are welcome to attach additional information if you need to. This information is collected in accordance with the Privacy Act 2020 for the purpose of assessing your suitability for volunteer engagements with RDC. If your application to volunteer is successful, this form, together with any supporting documentation, will be retained on a volunteer file. If your application to volunteer is unsuccessful your volunteer application and any supporting documentation will be retained for 12 months after which time it will be confidentially destroyed. You have the right of access to any personal information and to request any correction you think necessary to ensure its accuracy.

PERSONAL DETAILS

(Please let us know how we can get in touch with you).

Full name:	
Preferred first name:	
Address:	
Mobile or Home phone:	
Email:	

VOLUNTEER ASPIRATIONS

(Please briefly let us know why you want to volunteer and what type of volunteer work you would like to do for us)

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RELEVANT SKILLS EXPERIENCE

(Please list the skills and experience you have that you feel would be helpful to us in a voluntary capacity).

AVAILABILITY

(Please let us know when and where you are available to volunteer – location(s), days and times).

REFEREES*(Please let us know who we can contact to verify your experience and suitability as a volunteer)*

We may contact referees to verify the information you provide as part of the volunteer application process. Please ensure that your referees are able to comment on your previous experience and suitability to volunteer. Your referees could include someone you have previously worked with or for (in a paid or voluntary capacity), a teacher / tutor or another trusted person. By signing this volunteer application form you are giving permission for RDC to seek verbal or written information about you from the referees nominated below and authorise the information to be released to those involved in the volunteer selection process. Please note that referee reports will remain confidential to RDC and will not normally be available to you.

Name of referee:	
Relationship to you:	
Contact numbers (day):	
Name of referee:	
Relationship to you:	
Contact numbers (day):	

DRIVERS LICENCE*(You only need to complete this section if the volunteer engagement is likely to involve driving)*

Do you hold a current, New Zealand drivers' licence?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Type:	<input type="checkbox"/> Learner	<input type="checkbox"/> Restricted	<input type="checkbox"/> Full
Classes of licence held: (please list).			

HEALTH DECLARATION*(We collect this information to ensure we can provide you with a safe work environment)*

Do you currently have, or have you ever had, any injury caused by gradual process, eg. Hearing loss, OOS, back strain or pain; or, any other injury, disability, or medical condition (including disease, infection, or physical or mental condition or disorder), eg. anxiety disorder, depression, post-traumatic stress disorder, asthma, diabetes, heart condition, high blood pressure, sensitivity to chemicals, or allergies, which may be aggravated by the requirements of the volunteer duties or which may prevent you from carrying out all or part of the volunteer duties in the short, medium or long term?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

CRIMINAL OFFENCES DECLARATION

The declaration of a criminal conviction or traffic offence will not necessarily impact on your suitability for volunteer engagements. Any convictions and/or offences declared will be considered in the first instance by the volunteer supervisor. If you are volunteering for a role that involves working with children and young people, you will also be required to undergo a criminal history check through the Department of Courts as part of the volunteer selection process. Please note that any false or misleading information given in relation to the questions asked below may result in the immediate cessation of your volunteer agreement.

Have you ever been convicted of any criminal offence or serious traffic offence, which would not be withheld under the Criminal Records (Clean Slate) Act 2004? (See list below):

Yes No

If yes, please provide details:

Have you ever been subject to a police investigation?

Yes No

If yes, please provide details:

Do you have any criminal charges pending in any country (other than minor traffic offences)?

Yes No

If yes, please provide details:

CRIMINAL RECORDS (CLEAN SLATE) ACT 2004

To be protected by the Criminal Records (Clean Slate) Act 2004, you must meet all conditions in Section 7 of the Act (set out as a summary below), before your convictions can be withheld. Convictions not meeting these requirements should be declared on this form.

You must have:

- No convictions within the last seven years; and
- Never been sentenced to a custodial sentence, eg. imprisonment, corrective training, borstal; and
- Never been ordered by a Court following a criminal case to be detained in a hospital due to your medical condition, instead of being sentenced; and
- Not been convicted of a "specified offence" (eg. sexual offending against children and young people or the mentally impaired); and
- Paid in full any fine, reparation, or cost ordered by the court in a criminal case; and
- Never been indefinitely disqualified from driving under section 65 Land Transport Act 1998, or earlier equivalent provision.

Do you currently have any demerit points against your drivers' licence?

Yes No

If you answered 'yes' to the question above, please state how many.

Are you awaiting the hearing of charges for a criminal, or serious traffic offence in a civil or criminal court of law?

Yes No

DECLARATION

By submitting this form, I declare that the answers I have given in this volunteer application form, including the Health Declaration and Criminal Conviction, Traffic Offence, and Charges Pending questions are true and correct to the best of my knowledge. I understand that if RDC engages me as a volunteer and it is found that the information I have provided is untrue or misleading, or any material fact suppressed, the volunteer engagement may cease immediately..

Signature: _____

Date: _____