



## FOR 1800.06 VOLUNTEER WORK ENQUIRY FORM VOLUNTEER

Thank you for your interest in supporting Guide Dogs Queensland as a volunteer. Please take a moment to complete the information below:

### PERSONAL INFORMATION

Surname: \_\_\_\_\_

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

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

For insurance purposes please indicate if you are over 85 (please circle): YES NO

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Volunteers must be aged 18 years and above.

### CONTACT PERSON IN CASE OF EMERGENCY

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

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Relationship to volunteer: \_\_\_\_\_

### SKILLS AND AREAS OF INTEREST

Please tick if you have skills in the following:

- |                                                     |                                                        |                                                          |
|-----------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Computer skills            | <input type="checkbox"/> Retail                        | <input type="checkbox"/> Gardening & general maintenance |
| <input type="checkbox"/> Event coordination         | <input type="checkbox"/> Warehouse/packing             | <input type="checkbox"/> Public speaking                 |
| <input type="checkbox"/> Telephone/reception        | <input type="checkbox"/> Community fundraising & sales | <input type="checkbox"/> Office administration           |
| <input type="checkbox"/> Basic food preparation/BBQ | <input type="checkbox"/> Photography                   | <input type="checkbox"/> Animal/veterinary qualification |

Do you have any other special skills or qualifications? \_\_\_\_\_

Do you have a current driver's licence?(Please circle) YES NO

Please number your preferred areas of volunteer service (1 being your first choice) \* Requires assessment

- |                                                                              |                                                    |                                                            |
|------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Fundraising & Events (including fundraising stalls) | <input type="checkbox"/> Outdoor maintenance       | <input type="checkbox"/> Kennel activities (avail 6am-6pm) |
| <input type="checkbox"/> Dog boarding program*                               | <input type="checkbox"/> Administration (M-F only) | <input type="checkbox"/> Bundaberg retail outlets          |
| <input type="checkbox"/> Photography*                                        | <input type="checkbox"/> Warehouse (M-F only)      | <input type="checkbox"/> Tour Guide*                       |
| <input type="checkbox"/> Puppy raising*                                      | <input type="checkbox"/> Ambassador Speaker*       | <input type="checkbox"/> Puppy Raiser Buddy*               |

Please indicate local council \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Please state which office/region you are able to volunteer at \_\_\_\_\_

Day/s available: \_\_\_\_\_

Time/s available: \_\_\_\_\_

### VOLUNTEER/WORK EXPERIENCE

Please provide details about the types of voluntary work you have done

Current \_\_\_\_\_

Previous \_\_\_\_\_

#### GOVERNMENT REQUIREMENTS

Have you ever been convicted of a criminal offence? (Please circle) YES NO

If yes, please provide details \_\_\_\_\_

GDQ may require a volunteer to undertake a criminal history check in accordance with prevailing legislation.

Do you hold a current Blue Card?(Please circle) YES NO

Any person in contact with children and young persons as part of their volunteer engagement for Guide Dogs Queensland must hold a current Blue Card issued by the Commission for Children and Young People and Child Guardian. Should you be successful with your volunteer application Guide Dogs Queensland can assist you to obtain a Blue Card and/or other criminal history screenings as required.

#### OUR REQUIREMENTS

GDQ is a trusted charity brand and our volunteers are important ambassadors for our organisation in the community. It is essential the volunteers we engage with help build this trust when representing GDQ, to support us in providing reliable services, providing great experiences for the people we assist, and in raising the funds we need for our services. We want to work with respected people in our community who will enhance our organisation's reputation.

Is there any information you need to disclose to us or potential conflicts of interest we need to consider?  
(Please circle) YES NO

If yes, please provide details \_\_\_\_\_

#### MEDICAL INFORMATION

Applicants for volunteer positions are matched to positions according to how well their knowledge, skills and abilities meet the job criteria detailed in the position description. Please provide details of health/medical conditions that may affect you in carrying out your volunteer work or may be aggravated by work conditions (e.g. existing muscle condition, allergies, and medications).

Do you have a disability? (Please circle) YES NO

If yes, please provide details \_\_\_\_\_

#### REFEREES

Please provide details of two referees that are not family members.  
If you have previously registered and volunteered for Guide Dogs Queensland for more than 2 consecutive years, please tick this box  referee information is not required in this instance.

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Please provide any other information which you feel would be helpful to us in matching you to a suitable voluntary position at Guide Dogs Queensland.

I HEREBY ATTEST THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

**VOLUNTEER'S SIGNATURE**

**AUTHORISED BY GDQ REPRESENTATIVE**

\_\_\_\_\_  
DATE: / /

\_\_\_\_\_  
DATE: / /

Guide Dogs Queensland collects your personal information with regard to offering our programs and services to you. Information collected about you remains private and confidential. For more information about our Privacy Policy, please visit our website at [www.guidedogsqld.com.au](http://www.guidedogsqld.com.au)

All staff who work at Guide Dogs Queensland (GDQ) in any capacity, in any role, and at any location will come into contact with information which is confidential, personal, sensitive, or commercially important. This may include confidential reports, case notes, appointment diaries, financial information or even just knowledge about clients and their use of our services.

As a volunteer you are required to treat all such information as highly confidential and to **NOT DISCLOSE** any information to other staff or external enquirers, friends or associates without the permission of your departmental manager, or in their absence, the Chief Executive Officer, **and** written permission of the client (where the information refers to clients). The following documents are also to be read and applied:

- Volunteer Guidelines incorporating our Code of Conduct
- Media Agreement
- Social Media Policy

Please complete this Confidentiality Agreement Form and return it to Guide Dogs Queensland. It will be held on your Volunteer File.

**Michael Kightley**  
**Chief Executive Officer**  
**Guide Dogs for the Blind Association of Queensland**

I \_\_\_\_\_ (Print Full Name), do hereby agree to observe strict confidentiality in any actions related to client information or income stream activities as it pertains to GDQ activities.

I have read this form and understand that any breach of confidentiality (intentional or unintentional) is very serious and may affect my volunteer engagement with GDQ.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_