



**Australian Government**  
National Capital Authority

# VOLUNTEER APPLICATION FORM

Please complete this form and return:

**By email:** [info@nca.gov.au](mailto:info@nca.gov.au)

**In person:** National Capital Exhibition  
Barrine Drive, Commonwealth Park  
Parkes, ACT 2600

**By post:** Att. Volunteer Officer  
GPO BOX 373 Canberra ACT 2601

[nca.gov.au](http://nca.gov.au)  

Position Applying for	Volunteer Guide/Greeter	Horticulture Volunteer	Research Volunteer
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## 1. Personal Details

<b>Title</b>	<b>First Name</b>	<b>Surname</b>				
<b>Date of Birth</b>			<b>Gender</b>	Male	Female	Non-Binary
<b>Email</b>						
<b>Phone (Home)</b>			<b>Phone (Mobile)</b>			
<b>Address</b>						
<b>State</b>			<b>Postcode</b>			
<b>Do you have access to transport?</b>	Public Transport	Private Vehicle				

## 2. Skills and Qualifications

**Formal Qualifications**  
*(e.g. Diploma, Degree, Trade qualification)*

**Other Training/Certification**  
*(e.g. First Aid, Advanced Driving)*

**Foreign Language**  
*(Written and/or spoken skills in any other languages)*

## 3. Volunteering and Employment History

**Have you volunteered before?** No Yes *(if yes, please provide details below of you most recent volunteer position)*

**Volunteer Position**

**Organisation**

**Date**

**Are you currently working in a paid position?** No Yes *(if yes, please provide details below of you most recent paid position)*

**Paid Position**

**Organisation**

**Date**

## 4. Referees

*Please note: A Referee should be an Australian citizen or permanent resident, have known you for more than one year, is not a member of your family, be over the age of 18 and be readily contactable.*

<b>Referee Name</b>	<b>Relationship</b>
<b>How long have you known this referee?</b>	<b>Phone</b>
<b>Email</b>	



## 5. Availability

### Date available to start

### No. of hours per week

#### Preferred day/s

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
am	am	am	am	am	am	am
pm	pm	pm	pm	pm	pm	pm

*Please note: regular Horticulture Volunteer shifts occur on weekday mornings only.*

## 6. Declaration

*Please read each statement and tick each check box to acknowledge your acceptance:*

### I/We

I declare that the information I have provided on this application is true and correct.

I understand that I may be required to participate in an interview and selection process and agree to reference and/or Working with Vulnerable people checks.

I understand that I may be required to complete a health check prior to commencing work with this organisation.

I understand that I will be required to undertake an induction and training prior to commencing work with this organisation.

I understand that I will be required to abide by the APS Code of Conduct.

### Signed

### Date

*Privacy Statement: The National Capital Authority is an organisation for the purposes of the Privacy Act 1988 (Cwth) and therefore has legal obligations to ensure the protection and proper use and handling of personal information. The organisation places a high value on the rights of individuals to have their personal information protected. Any personal information collected will only be used for the primary purpose for which it has been collected. However, some information may be used for research or statistical purposes. In this regard, all information will be treated as confidential and individual names will not be identified.*