



# Victor Harbor Visitor Information Centre



## Volunteer Application Form

### PERSONAL DETAILS

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

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Birthday (optional): \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year (optional)

Emergency Contact name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Relationship to emergency contact (partner/friend etc) \_\_\_\_\_

Please detail special medical conditions that the Centre should be aware of to advise medical staff if an emergency occurs (eg. Asthmatic, drug allergy or other):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a disability or medical condition that could limit your ability to carry out certain tasks?  
If yes, please provide details.

\_\_\_\_\_  
\_\_\_\_\_

The Application and Role Questionnaire provides background information about yourself and outlines the important criteria required of volunteers for the Victor Harbor Visitor Information Centre to run efficiently.

I have read the Volunteer Role Description.    Yes                       No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### PRIVACY

**The list of volunteers and staff and their contact details is confidential, for the use of the Centre and administration by City of Victor Harbor. Contact details will not be given to members of the public or other organisations. Details supplied will be used for VIC mailouts and direct contact for matters relating to your time at the VIC.**

# ROLE QUESTIONNAIRE



Your Name: .....

1. Why do you want to volunteer at the Victor Harbor Visitor Information Centre?

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2. How did you hear about the volunteer program?

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3. Have you been referred to us? Yes  No   
If yes, by whom?

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4. Please provide details of any previous work or volunteer experience (paid or unpaid).

Organisation	Period of Time	Position	Tasks
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5. Please list your hobbies and interests.

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6. As part of the professional image at the Visitor Centre, volunteer staff are required to wear a name tag and a uniform which is provided at no cost to the volunteer once you have completed your training period. Do you agree to wear the Centre uniform? Please tick.

Yes  No

7. As part of the Centre's Accreditation all staff are required to undertake at least 20 hours training per year. Are you willing to undertake organised training as required? Please tick.

Yes  No

8. To keep up-to-date with tourism attractions/accommodation etc. familiarisations (famils) are organised to view properties & businesses in our local region. These are often outside the volunteer rostered duty times. Are you willing to attend these famils?

Yes  No

9. Are you prepared to do 4 or more 4 hour shifts per month? Yes  No

10. Are you prepared to work at least one roster shift a month on a Saturday or Sunday or Public Holiday ? (please tick)

Yes

No

11. During the winter months, many of our team travel to a warmer climate leaving vacancies on the roster. Are you prepared to do an extra shift during these times if required? Please tick

Yes

No

13. Have you used any of the office equipment listed below? Please tick equipment used.

Telephone (with more than one line)

Eftpos / POS machine

Computer (please circle computer literacy)  
Beginner  
Experienced  
Very Experienced

Computer eg. Internet, Adobe  
Please list computer programs which you are familiar with and are comfortable with using

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Training will be provided for the use of the equipment listed above as may be required. Are you willing to learn new programs to assist with the role given the appropriate training?

Yes

No

14. Please list any special skills you may have ( eg. languages spoken other than English or other skills that may assist the Centre):

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Signed: .....

Dated: .....

Thank you for completing the Application Form and Role Questionnaire.

**Please return Application Form & Questionnaire to:**

Centre Coordinator  
Victor Harbor Visitor Information Centre  
PO Box 1230  
VICTOR HARBOR SA 5211

**Or hand deliver if you wish.**

**If you have any questions please call Centre Coordinator on 8551 0771.**