

Appendix A – Frankston Visitor Information Centre Volunteer Application Form

- Step 1)** Submit the Volunteer Application Form via email, mail or in person to the FVIC
- Step 2)** A Frankston City Council Visitor Services Officer will contact you
- Step 3)** If you are successful in your application, an interview will be scheduled
- Step 5)** A Visitor Services Officer will contact you regarding the outcome of the discussion

PART 1: Tell us about you

Title: Mr Ms Mrs Miss Prefer not to say Other

First Name:

Last Name:

Please note that Volunteers must be over the age of 18.

Gender: Male Female Other Prefer not to say

Address:

Suburb:.....

Home telephone number:

Mobile:

Email:.....

Do you regularly use email? Yes No

Do you give permission for your photo to be taken and used to promote volunteering? Yes No

Do you speak a language other than English? Yes No

If yes, please provide details.....

We aim to make your volunteering experience as valuable as possible, and relevant to your particular needs, areas of interest and capabilities.

What interests you to become a volunteer for the Visitor Services Team?

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Your experience

Have you volunteered before?Yes No

If so, what was the role and where?.....

What customer service experience do you have?.....

What computer experience do you have (internet, data entry, Microsoft Word, etc)?

How confident are you in your knowledge of Frankston and the Mornington Peninsula?

Do you have any skills, areas of interest, volunteer or personal experience that is relevant to the role?

What would you like to gain from your volunteer experience?

Availability

- | | | |
|------------|-----------------------------------|----------------------------------|
| Monday: | 10am-1pm <input type="checkbox"/> | 1pm-4pm <input type="checkbox"/> |
| Tuesday: | 10am-1pm <input type="checkbox"/> | 1pm-4pm <input type="checkbox"/> |
| Wednesday: | 10am-1pm <input type="checkbox"/> | 1pm-4pm <input type="checkbox"/> |
| Thursday: | 10am-1pm <input type="checkbox"/> | 1pm-4pm <input type="checkbox"/> |
| Friday: | 10am-1pm <input type="checkbox"/> | 1pm-4pm <input type="checkbox"/> |
| Saturday: | 10am-1pm <input type="checkbox"/> | 1pm-4pm <input type="checkbox"/> |
| Sunday: | 10am-1pm <input type="checkbox"/> | 1pm-4pm <input type="checkbox"/> |

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Are you available as an emergency or on a casual basis? Yes No

Would you prefer to only be in our emergency/casual pool? Yes No

Do you have any health conditions that would affect you in this role that we need to be aware of?

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Emergency contact details:

Contact name:

Contact number:

Relationship (optional):

References:

All Volunteers are required to provide two personal referees.

Referee 1:

Referee name:

Relationship with referee:

Referee contact phone number:.....

Referee 2:

Referee name:

Relationship with referee:

Referee contact phone number:.....

Applications to be returned to:

Frankston Visitor Information Centre,
7N Pier Promenade, Frankston.

1300 322 842

Postal address: PO BOX 490, Frankston, 3199.

visit@frankston.vic.gov.au

Privacy

The personal information requested on this form is being collected by Frankston City Council to assess your suitability as a volunteer and potentially engage you to undertake volunteer duties. Your information may be shared with other agencies for the purpose of undertaking criminal history and Working With Children checks. Your information will only be used and disclosed as authorised by law. For further information, or to request access to your records, see www.frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.