

# Volunteering

at Maitland Regional Art Gallery  
(Maitland City Council) ABN 11 596 310 805

## Information for Applicants

Thank you for your interest in our Volunteer Program. Our Team of Volunteers come from all walks of life, have diverse skills and talents and are motivated to give their time and energy for many reasons. The things that bind us together are our passion for art (in all its forms) and our commitment to the Gallery and the Maitland community.

## Application Process

YOU:

- Complete the Volunteer application form – include a copy of your current CV
- Complete the 'Working with Children' forms
- Return all paperwork to us by hand or post  
Maitland Regional Art Gallery PO Box 220 Maitland NSW 2320

WE:

- Invite you to attend an interview at a time suitable to all concerned. (Allow 1 hour)
- Make a date for your 'first day'
- Copy identification you bring to interview as part of the 100 point check
- Process paperwork

## Training & Professional Development

Before you can begin as a volunteer at the Art Gallery, you are required to attend our induction Program. Attendance at all sessions is compulsory. But fear not, we make the experience interesting and enjoyable.

The objectives of the Program are to:

- Formally introduce you to your role as an Art Gallery Custodian
- Enable you to familiarise yourself with the Art Gallery Precinct
- Provide you with an insight into the vision and aims for the Art Gallery
- Give you an opportunity to meet other staff members and hear about their roles and responsibilities.

As part of your professional development we also offer more specialised on-the-job training, relevant to the work you undertake at the Art Gallery.

## Ongoing Commitment

Commitment is a two-way street. To make your volunteering experience personally rewarding while at the same time enabling the Art Gallery to plan activities and rosters, we ask that you commit to a minimum of six months regular volunteering.

# Volunteer Application Form



Information provided in this form will be treated as confidential. It is deemed to be personal information and, therefore, is covered by privacy legislation. The information will not be used for any purpose other than its stated intent and will only be made available to relevant authorised officers within Council. Please return completed form to Maitland Regional Art Gallery PO Box 220 MAITLAND NSW 2320

## Applicant details

<b>Applicants Full Name:</b>			
<b>Postal Address:</b>			
<b>Town/City:</b>		<b>Postcode:</b>	
<b>Phone:</b>		<b>After Hrs:</b>	
<b>Fax:</b>		<b>Mobile:</b>	
<b>Email:</b>			

## Volunteer work desired

Please number in order of preference from 1 to 4.

Reception / Meet and Greet	Openings and events	
Administration	Gallery Shop	
Education and workshops	Installation (hanging team)	

## Availability

Please circle days and times that you would generally be available.

Morning	Afternoon	Weekly	Fortnightly	Evening	Monthly
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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Is your commitment to volunteering at MRAG connected with outside organisations such as employment agencies, Centrelink or any other like agency?

Yes                      No

1. Please provide a brief summary of current or previous occupation/work experience

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2. Please provide details of any previous volunteer work.

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3. Do you have any particular skills/hobbies which will be of use in your volunteer work?

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4. What computer skills do you have? If any.

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5. Do you speak another language, other than English, that you would like us to be aware of?

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6. Do you have any disabilities or health problems that could affect your ability to perform certain tasks involved in volunteer work?

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 .....  
 .....

7. Do you have a Responsible Service of Alcohol (RSA) Certificate (RSA)?      Yes      No

Please supply two personal referees who can be contacted during business hours (9am-5pm)

1. Name: .....Phone: .....  
 2. Name: .....Phone: .....

Please supply details of an emergency contact

Name: .....Phone: .....

If you are volunteering to work with the elderly, people with disability, youth and/or children, you may be required to consent to Council undertaking a criminal record check. Are you willing to give permission to undertake the check?

Yes      No



Please attach a copy of your CV to this application

**SIGNATURE:** .....

**DATE:** ...../...../.....

OFFICE USE ONLY:

Date entered in database	
Child Protection Form sent to HR	
Initials of input officer	

Supervisors Signature: ..... Volunteer Coordinator Signature: .....

# 100 point check

When you attend for your interview please provide identification to the value of 100 points.  
The following lists set out the value of each document according to the 100 Point Check.

## 70 POINTS

Name of preferred applicant verified from one of the following

(more than one document from this list cannot be counted):

- Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years.
- Current passport from another country or diplomatic documents.

For a preferred applicant under 18 years, one document from the above list, or the following, is sufficient:

- Identity of the applicant verified by an educational institution, either on a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution.

## 40 POINTS

Name and photograph/signature of preferred applicant verified from one of the following

(more than one document can be counted):

- Current driver photo license issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

## 35 POINTS

Name and address of preferred applicant verified from any of the following

(more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

## 25 POINTS

Name of preferred applicant verified from any of the following

(more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's license
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.