

Hi!

Thanks for putting your hand up to Volunteer at VisionWest.

So, you believe in the same things we do. Great. In this document you'll find out how you can do something about it. We've included some answers to some commonly asked questions about what you can do, who you can work with, and how you can sign up. It's only with people like you that we can see Transformed Lives and Healthy Communities in West Auckland and beyond.

You can also read a copy of our staff magazine, To Tatou Haerenga, so you can learn more about us and what it's like to be involved: https://issuu.com/haerenga/docs/12941_haerenga_oct2015

Scroll down to see our Volunteer Application Form. Please return completed forms

- by post: VisionWest Community Trust, PO Box 20406, Glen Eden, Auckland (Attention: HR)
- by email: rubyf@visionwest.org.nz
- in person: Building 4, 97 Glendale Road, Glen Eden, Auckland 0602.

If you need any help with the forms or have any other questions, please contact us at 818 0700 or email rubyf@visionwest.org.nz



Frequently Asked Questions

What can I do to volunteer at VisionWest?

We have opportunities for volunteers to work in our Community Banks, Op Shop and Training Centre.

Do I need any experience?

No particular experience is required. Our volunteers come from a diverse range of backgrounds, professions and ages with a variety of skills and experiences. A volunteer simply needs to be willing to follow instructions and to abide by the values, vision and mission of VisionWest Community Trust.

What are the benefits of volunteering at VisionWest?

Volunteering is a great opportunity to make a positive impact in the community, be part of a team, learn new skills, and develop friendships.

What do I need to do before I can get started?

All volunteer applicants are required to complete a volunteer application form and a vetting form (either a police form or a Ministry of Justice form depending on the nature of the volunteer position). Some convictions will disqualify an applicant from proceeding. The application form requires at least two character referees to be named. Character referees simply need to be people that know you well enough to give a brief assessment of you as a person and do not need to be people that you have worked for. Once a volunteer has been approved to start they will be required to sign a volunteer agreement.

How long before I can get started?

This depends on the time taken to receive results from the vetting check. Vetting results can take up to 4 months to be processed.

I can only offer x number of hours per week – is that ok?

Normally we would ask for a regular commitment of at least once per week. The Community Banks and Op Shop hours are Monday, Wednesday and Friday 9am-3pm.

I am only available after school and on weekends – can I still help?

Thanks for your commitment to your community. Most of our services don't operate on the weekend and our Banks services close at 3pm during the week. This means that we need people during the week, in school hours. There are times when we have events after hours and on weekends - if you want to get involved in those, let us know.

I can only volunteer for 6 weeks as I am on semester break/in between jobs – is that ok?

Yes, we are happy for a volunteer to work for us short term as long as they apply in plenty of time to enable a vetting check to be completed prior to starting.

Do volunteers get any payment/mileage/travel allowances?

Each year, we celebrate our volunteers with a special event and present a small gift to each of our volunteers.

Application for Volunteer

This is an application for volunteering with VisionWest Community Trust and you agree that you will not expect to be remunerated for work performed as a Volunteer. This information is being collected for the purpose of assessing your suitability and will be confidential to the selection process. Please complete this form and send it with your Curriculum Vitae attached. Information from unsuccessful applicants will be destroyed in accordance with the Privacy Act, 1993.

Date of Application:	
What role or service are you interested in volunteering for?	

Personal Information						
First Names			Surname			Title
Address						
Phone	Day		Evening		Mobile	
Email						
Emergency Contact Details	Name & relationship		Phone Day		Mobile	
*The following questions are not mandatory						
*Do you have knowledge of other cultures or languages? If so, please identify.				*Religious Affiliation		
(A copy of your birth certificate, and/or passport/drivers licence may be required)						

Trade/Occupational Qualifications and Experience			
Do you have any qualifications that would be relevant to the role or services of VisionWest Community Trust	Yes		No
If so, please give details			
Please describe any knowledge/skills and experience you possess which may be relevant to the role or services of VisionWest Community Trust			
If so, please give details			

Employment Record			
List your current or most recent employer first. Please outline your most recent working experiences both paid & unpaid work and the skills you have gained that would assist this position. Details can be shown on attached CV			
Name of Employer:			
Period Employed:	From:		To:
Position:			
Reporting to:			
Responsible for:			
Reason for Leaving:			
Name of Employer:			
Period Employed:	From:		To:
Position:			
Reporting to:			
Responsible for:			
Reason for Leaving:			

Referees Please list 3 relevant referees who we can contact to confirm for a character reference or to confirm your working experience and skills. This information is confidential to the selection process and will not be released to you. (Section 29, Privacy Act, 1993).		
Name of Person to Contact	Relationship/Organisation	Contact Details (Telephone/Email/Address)

Personal Interest/Hobbies

Health & Wellbeing				
Do you have any known health condition or factor of any kind, which may affect your ability to effectively carry out any assigned functions and responsibilities for which you are volunteering?	Yes		No	
If yes, please give details, and what modifications could be made to accommodate this?				
Do you have any condition that may be aggravated by the requirements of a volunteer position or that may affect the safety of others?	Yes		No	
If yes, what alterations could we make to accommodate this?				
Have you suffered or are you suffering from a gradual disease or infection?	Yes		No	
If yes, please give details				

Drivers Licence				
Do you hold a current full New Zealand Drivers licence?	Yes		No	
If yes, Number:		Class:		
Expiry Date:		No. of demerit points:		
Has your Drivers Licence been cancelled within the last five years?	Yes		No	
Is there any matter pending which could affect the status of your Driver Licence?	Yes		No	
If yes, please give details				

General				
Are you legally entitled to work in New Zealand?	Yes		No	
Are you currently receiving income from any employment?	Yes		No	
If yes, please give details				
Have you ever been convicted of a criminal offence, or are you currently awaiting the hearing of any criminal charges?	Yes		No	
If yes, please give details				
Is there any reason why you shouldn't be working with individuals, children or families? (For example, have you ever been served with a protection order or any other court proceedings relating to children or families?)	Yes		No	
If yes, please give details				

Declaration	
I,	(full name)
<ol style="list-style-type: none"> 1. Declare that the answers to the questions in the application are true and correct and I understand that the information requested within this application form is sought to establish my suitability for a volunteer role. 2. Authorise and consent to the Trust seeking verbal and/or written information from the New Zealand Police and authorise any screening processes that the Trust sees fit to exercise in considering this application. 3. Consent to the Trust seeking verbal or written information about me from representatives of my previous employers and/or referees and authorise that the information sought to be released for the purposes of ascertaining my suitability. I understand that the information received by the Trust is supplied in confidence as evaluative information, and as such will not be disclosed to me. 4. Have disclosed or am not aware of any personal circumstance, or medical condition that would limit my ability to adequately perform the role for which I am volunteering. 5. By returning this application electronically it is acknowledged that I fully agree with the above declaration. 	
Signature	Date