

Application to Volunteer

Please return applications to:
 Volunteer Service
 The Royal Children's Hospital
 50 Flemington Road
 Parkville Vic 3052



| DATE: | | | |
|---|-------------------------------|---------------------------------|-----------------------------|
| Last Name | First | Title | Date |
| Street Address | | | |
| Suburb | | Post Code | |
| Phone (day): | Phone (evening): | | |
| Phone (mobile): | E-mail Address: | | |
| Gender | Male <input type="checkbox"/> | Female <input type="checkbox"/> | Date of Birth: |
| Country of Birth: | Languages Spoken: | | |
| Emergency Contact | Phone | | |
| REFERENCES | | | |
| <p>Please provide details of two referees from whom confidential reports may be obtained. Referees must be known to you through current or previous paid or voluntary employment, or through sporting and community groups – and must have known you a minimum of 6 months. <u>Referees cannot be family members or social friends.</u> Please advise referees that they may be contacted. Applications will not be accepted without referee details or with inappropriate referees.</p> | | | |
| Full Name | | | |
| Length of time known | How do you know the referee: | | |
| Contact Number | | | |
| ----- | | | |
| Full Name | | | |
| Length of time known | How do you know the referee: | | |
| Contact Number | | | |
| EXPERIENCE | | | |
| Are you currently working in paid employment? | YES | <input type="checkbox"/> | NO <input type="checkbox"/> |
| Name of Organisation: | | | |
| Position: | | | |
| Do you have any volunteering experience? | YES | <input type="checkbox"/> | NO <input type="checkbox"/> |
| Length of Service: | | | |

| | | |
|--|--|--|
| Name of organization/s | | |
| Briefly describe what your volunteer role/s entailed | | |
| Are you currently studying? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| What is your field of study? | | |
| ADDITIONAL INFORMATION | | |
| Is there any information, medical or otherwise, that you feel we need to be aware of that may affect your volunteering? If you choose not to disclose a pre-existing condition you may not be covered for any claims. | | |
| Why do you want to volunteer with The Royal Children's Hospital Melbourne? | | |
| Please explain what you expect as a volunteer with The Royal Children's Hospital Melbourne: | | |
| AVAILABILITY – DAY PROGRAM | | |
| All Roles | Monday – Friday 9:00am- 12:30pm OR 12:30pm-4:00pm | Are you available within these times? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Preferred Time/Days | From To | Day(s) |
| AVAILABILITY – AFTER HOURS PROGRAM | | |
| Wards/Recovery | Monday - Friday 4:30pm – 7:30pm Saturday - Sunday 9:00am – 6:00pm | Are you available within these times? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Preferred Time/Days | From To | Day(s) |
| Emergency Department | Monday – Friday 3:00pm – 12:00am Saturday-Sunday 9:00am – 12:00am | Are you available within these times? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Preferred Time/Days | From To | Day(s) |
| It is a requirement of The Royal Children's Hospital Melbourne Volunteer Program that you commit to a minimum of 12 months continuous volunteering, with a minimum of 3.5 hours per week (3 hours per fortnight for after-hours volunteering). | | |

Conditions of becoming a Volunteer:

The Royal Children's Hospital Melbourne is an equal opportunity employer and all volunteer applications will be treated equally. We will assess applicants based on their ability to complete the inherent requirements of a specific position. An inherent requirement is deemed to be any activity that is essential to the role.

Volunteers must possess the ability to gain an understanding of, and adhere to, RCH Volunteer service policies and procedures, and to model the greater RCH values of Unity, Respect, Integrity and Excellence.

Applicants MUST :

- Be at least 18 years of age
- Able to commit to 3.5 hours weekly (fortnightly for After Hours program)
- Have the ability to interact as a team
- Possess the ability to communicate clearly and confidently with people of all ages, races and religions
- Have the ability to interact positively with children, staff and families
- Have the ability to use initiative, take direction and work with limited supervision
- Have the ability to maintain professional boundaries
- Have the ability to understand and respect confidentiality
- Be punctual, reliable and adaptable; to a constantly changing environment
- Present themselves in a professional manner, with warmth, kindness and a welcoming approach
- Have a willingness to acquire a Victorian Police Check clear of any convictions (not to be done as part of this application)
- Have a willingness to acquire a Working With Children Check Card (not to be done as part of this application)

I declare that:

The information I have provided is true and accurate

I have read and understood the **Conditions of Becoming a Volunteer** with The Royal Children's Hospital Melbourne

I am willing to work within the Values of The Royal Children's Hospital Melbourne

Signature:

Date:

Please submit your completed application form to the postal address on page 1.
Should you have a current Resume, or Working With Children Check please attach copies to the application.



About The Royal Childrens Hospital

• Vision

The Royal Children's Hospital, a GREAT children's hospital, leading the way

Mission

The Royal Children's Hospital improves the health and wellbeing of children and adolescents through leadership in healthcare, research and education

Values

- Unity** We work as a team and in partnership with our communities
- Respect** We respect the rights of all and treat people the way we would like them to treat us
- Integrity** We believe that how we work is as important as the work we do
- Excellence** We are committed to achieving our goals and improving outcomes

Strategic Goals

- Deliver excellence in healthcare
- Realise the potential of the new RCH
- Support and strengthen the RCH team
- Enhance community and stakeholder support
- Maximise campus-led research
- Provide excellent education, development and training