

Privacy & Personal Information Notice

Purpose of collection:	To determine appropriate work and safety environments to perform a volunteer function.
Intended recipients:	Council staff and Council's authorised agents
Supply:	Information is supplied on a voluntary basis.
Consequence of non provision:	A consequence of non-provision may result in ineligibility for the volunteer program.
Storage:	Council will take all reasonable steps to protect the personal information it holds from misuse, unauthorised access and modification.
Retention Period:	Council will retain your personal information for a period that is in accordance with the State Records General Disposal Authority.10 (GDA10).

5. Conditions of volunteering

I agree to act as a volunteer on behalf of the Maitland Visitor Information Centre and will adhere to all of the conditions outlined above. I understand that if I am accepted as a volunteer I will be required to attend a compulsory Volunteer Induction Training Session where I will receive the Festival Volunteer Manual and that I will be required to comply with all conditions outlined in the Training / Manual. I understand that upon receipt of the Training / Manual if I am unable or unwilling to comply with all conditions that I can choose to withdraw my application.

Personal information obtained from volunteers by Council is governed by the Privacy and Personal Information Protection Act 1998 (PPIPA). This legislation provides direction for the collection, protection, storage, disposal, access and use of personal information by Council.

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

SIGNATURE: _____

DATE: _____

If you are under the age of 18 years you must have a parent or guardian sign the application form below to advise that they are aware of your application to volunteer with Maitland City Council:

SIGNATURE OF PARENT/GUARDIAN:

PRINT NAME: _____

DATE: _____

PLEASE RETURN COMPLETED FORM TO:

Hunter Valley Steamfest
PO Box 220, MAITLAND NSW 2320
Fax: (02) 4931 2811

If you are a repeat volunteer you will receive information about Steamfest in early 2012. If you are a new volunteer you will be contacted by a member of the tourism staff about an interview time within 14 working days.

OFFICE USE ONLY:

Entered in Database: _____

Initials of input officer: _____

Interview conducted: _____

Letter sent: _____



Volunteer Information & Application Form



APRIL 28 - 29 2012

1. Applicants Details:

Persons must be aged 14 & 9 months or older to be eligible to apply.

Applicants Name: _____

Date of Birth: _____

Postal Address: _____

Town/City: _____ Postcode: _____

Phone (bh): _____ Mobile: _____

Email Address: _____

Please list the Service Club that you are volunteering on behalf of (if applicable) ? _____

2. Volunteering Details

Previous Steamfest Volunteer: Yes / No (if no, go to section 3)

If yes, in what year/s? _____

What role/s did you undertake?

Would you like to have the same role in 2012?

Yes / No (if no ensure you indicate your preference in section 4)

3. First time volunteers

Following is a series of questions we would like you to complete. If you don't have experience in any of these areas please continue to submit your application as we use this as a guide only to place volunteers in the most appropriate positions.

Festival/Event Experience: Yes / No

If yes, please detail

Customer Service Experience Yes / No

If yes, please detail

Cash Handling Experience Yes / No

If yes, please detail

Sales Experience Yes / No

If yes, please detail

Please list any other skills that you may have that could be of use for Steamfest

Please supply two personal referees

Name: _____ Ph: _____

Name: _____ Ph: _____

Do you have any medical condition that we should be aware of?

Yes / No

If yes, please detail

Please supply details of an emergency contact.

Name: _____ Ph: _____

Please provide shirt size for the Steamfest uniform.

S M L XL 2XL 3XL 4XL

4. Roles available

Please tick your preferred role/s – every attempt will be made to suit your request however depending on the number of volunteers we may need to allocate people across a number of roles during their volunteer hours.

Visitor Information Centre	Information Tent
Event Ticketing	Merchandise Sales
Trackless Train Driver	Trackless Train Host
Rally Ground Attendant	Entertainment Assistant
Train Monitor	Kid's Zone Attendant
Function's Assistant	General Assistant

* Any volunteer who nominates to work with children is required by law to sign a prohibited employment declaration and undergo a background check (see information below). Only volunteers working with children are required to undergo this check.

5. Availability

Please tick all appropriate boxes.

Thursday 26 April am pm

Friday 27 April am pm

Saturday 28 April am pm evening all

Sunday 29 April am pm evening all

Comments:

