VOLunteer Application

Scribblers Festival: 9 – 13 May 2018

Thank you for your interest in volunteering with FORM for our upcoming event, Scribblers Festival.

Volunteering at Scribblers Festival is a great opportunity to gain work experience on a major event. You will assist in providing a unique experience to our audiences, making the program fun, enriching and accessible to all. There is a number of ways that you can get involved.

If you would like the opportunity to be involved with Scribblers Festival 2018, please complete the following Volunteer Application, sign the Volunteer Agreement on page 4 and return it to Scribblers Festival; **Please note that all information provided in this document will be treated strictly confidential by FORM and its employees.**

PERSONAL DETAILS

Name:

Address:

Suburb: Postcode:

Email\*:

Home Phone: Mobile\*:

D.O.B.: Gender: ☐ Male ☐ Female ☐ Other

*\*To enable communication with us, it is essential that you provide your name, email and phone details.*

**Emergency Contact**

Name:

Home Phone: Mobile: Work:

Relationship:

(1) Do you have any medical conditions that may affect you volunteering? ☐ YES ☐ NO

If yes, please provide details:

(2) Have you previously volunteered for FORM? ☐ YES ☐ NO

If yes, please provide details *(year, event name, etc.)*:

(3) Do you have other volunteer experience? ☐ YES ☐ NO

If yes, please provide details:

Volunteer Position

Scribblers Festival Volunteers will assist the Scribblers Team from **May 7th – May 13th 2018**. The positions will be varied and include the following:

* Liaising with artists and event management staff
* Green room duties
* Distributing promotional material
* Set up and pack down of sites
* Assisting at events and programmed activities
* Providing information to members of the public and schools about the Festival program and sessions

Volunteer Skills\*

(1) Please specify your special skills or experience you can bring to the Scribblers Festival volunteer program *(guiding, customer service, public speaking, research, clerical or data entry, consumer retail, etc.)*:

(2) Name any relevant licenses or certificates *(Drivers License, First Aid, Working with Children Check (WA) etc.)*:

(3) Indicate any other languages than English, you might speak:

*\*Please note that we encourage you to send us your CV together with this Form*

Volunteer AVAILABILITY

(1) Are you currently working? ☐ YES ☐ NO

If yes, full time or part time? If no, are you a Student?

(2) Are you willing to volunteer a minimum of 2 days during Scribblers Festival? ☐ YES ☐ NO

(3) Please specify any comments regarding your availability

(4) Please indicate the times you are available to volunteer during Scribblers Festival\*:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mon  7/5 | Tues 8/5 | Wed 9/5 | Thu 10/5 | Fri 11/5 | Sat 12/5 | Sun 13/5 |
|  |  |  |  |  |  |  |

*\*Please note that this is an estimated availability, we will double check availabilities with Volunteers several weeks prior to Scribblers Festival – we will schedule you for all the shifts that are selected. Your shifts will be confirmed closer to the event.*

VOLunteer Agreement

(1) I understand that as a Scribblers Festival Volunteer, I am a representative of Scribblers Festival and of FORM and agree to conduct myself in a friendly and professional manner at all times.

(2) I understand that the effective and professional running of Scribblers Festival relies on the work of volunteers, and therefore will endeavour to be punctual and reliable in relation to the times I have agreed to volunteer. I will endeavour to give the Volunteer Coordinator at least 24 hours notice if I am unable to fulfil my commitments as scheduled.

(3) I understand that all volunteer work at Scribblers Festival will be carried out in a safe work environment and that I am required to attend a volunteer briefing session held by the Volunteer Coordinator before the commencement of the Festival.

(4) I understand I am covered by the Scribblers Festival’s Volunteer Insurance for all volunteer work carried out during my scheduled shifts. As a condition to my insurance I have to ‘sign-in’ and ‘sign-out’ of the workplace every shift.

(5) I understand that I am required to obtain a Working with Children Check and that I will need to provide proof of this before I can commence any volunteer duties.

(6) I declare that I have had the opportunity to ask questions. I have read, understood, and agree to the terms of the Scribblers Festival Volunteer Agreement and will strive to fulfil my responsibilities to the best of my ability.

Signature:

Name: Date:……………………………………………….

Please send the filled in and signed Volunteer Application Form by post or as a scan to:

Maria Alessandrino

**Scribblers Festival manager**  
PO Box 443, Claremont, WA, 6910  
OR

[maria@scribblersfestival.com.au](mailto:maria@scribblersfestival.com.au)

For further information or volunteer enquiries, please get in contact directly with Maria on   
(e) [maria@scribblersfestival.com.au](mailto:maria@scribblersfestival.com.au) OR check out our website [**www.scribblersfestival.com.au**](http://www.scribblersfestival.com.au)