



VOLUNTEER APPLICATION
SCRIBBLERS FESTIVAL: 8 – 12 MAY 2019

Thank you for your interest in volunteering with Scribblers Festival 2019.

Volunteering with us 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 by making the program fun, enriching, and accessible to all. There are a number of ways you can get involved.

If you would like the opportunity to volunteer at Scribblers Festival 2019, please complete the following Volunteer Application, sign the Volunteer Agreement on page 5 and return it to the Scribblers Team.

Please note that all information provided in this document will be treated as 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.*

Please note: You must be aged 16+ to volunteer. Applicants under 18 will need parental permission.

Scribblers Festival is brought to life through a creative partnership between FORM and the Town of Claremont



SCRIBBLERS FESTIVAL | hello@scribblers.com.au | www.scribblersfestival.com.au | @scribblersfest

39 Gugeri Street, Station Master's House, Claremont, WA 6010 | 08 9226 2799 | mail@form.net.au | www.form.net.au | @formwa



Emergency Contact

Name:

Home Phone: Mobile: Work:

Relationship:

(1) Have you previously volunteered for FORM? YES NO

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

.....

(2) Do you have other volunteer experience? YES NO

If yes, please provide details:

.....

(3) Do you have any medical conditions that may affect your ability to volunteer? YES NO

If yes, please provide details:

.....

(4) Do you have any food allergies? YES NO

If yes, please provide details.

.....

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VOLUNTEER POSITION

Scribblers Festival Volunteers will assist the Scribblers Team from **8 May - 12 May 2019**. 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 the special skills or experience you will bring to the Scribblers Festival volunteer program (*guiding, customer service, public speaking, research, clerical or data entry, consumer retail, etc.*):

.....

.....

(2) Do you hold a current West Australian Working with Children Check? YES NO

***Please note, a current WWCC is required for volunteering at Scribblers Festival. If you do not currently hold one you will need to obtain one.**

(3) Do you hold a current First Aid Certificate? YES NO

Name any other relevant licenses or certificates you hold (*Driver's License etc.*):

.....

**Please note, we require copies of the valid documents mentioned above if applicable*

(4) Please indicate any languages, other than English, you speak.

.....

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

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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*:

Wed 8/5	Thurs 9/5	Fri 10/5	Sat 11/5	Sun 12/5

**Please note that this is 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.*

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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 scanned document to the below address:

Annie Shreeve
PO Box 443, Claremont, WA, 6910
OR
annie.shreeve@form.net.au

For further information or volunteer enquiries, please get in contact directly with Annie on
(e) annie.shreeve@form.net.au OR check out our website www.scribblersfestival.com.au

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