



APPLICATION TO VOLUNTEER AT THE QUEENSLAND MUSEUM

1. APPLICANT DETAILS

Title:			
Full Name:			
Address:			
Telephone:	Mobile:	Home:	
E-mail:			
Are you under 18?	Y/N	Date of Birth	__/__/____

2. VOLUNTEER OPPORTUNITIES

Please indicate organisational areas where you would like to be considered for volunteering opportunities

AREA OF INTEREST	Cobb+Co Museum, Toowoomba	The Workshops Rail Museum, Ipswich	Museum of Tropical Queensland, Townsville	Queensland Museum & Sciencentre, South Bank	Hendra Annexe
Visitor Services (Explainer, Education workshops)					N/A
Ancient Environments (Geology and Fossils)	N/A	N/A	N/A	N/A	
Loans (Educational loans sent to schools)	N/A	N/A	N/A	N/A	
Natural Environments (Terrestrial & Marine Sciences)	N/A	N/A			N/A
Cultural Environments (Archaeology, Anthropology; History)	N/A				N/A
Heritage Trade Factory		N/A	N/A	N/A	N/A
Administration (Records, Finance Human Resources)	N/A	N/A	N/A		N/A
Marketing, & Communications					N/A
Exhibition Design & Delivery					N/A
Learning Programs					N/A
Hospitality		N/A	N/A	N/A	N/A

Additional areas of interest that are not outlined above:

3. RELEVANT QUALIFICATIONS / SKILLS / EXPERIENCE/ INTERESTS)

** include your computer skills*

4. PROPOSED VOLUNTEERING COMMITMENT

Number of Hours per week:	
Preferred Days:	
Proposed Starting Date	
Duration in Months	

ROSTERING – for Visitor Services volunteers only:

To assist us in matching your availability with our training and rostering requirements, please indicate your preferred days for attending training and regular ongoing volunteer rostering.

(please tick all boxes that apply)

<input type="checkbox"/> Mon AM	<input type="checkbox"/> Tue AM	<input type="checkbox"/> Wed AM	<input type="checkbox"/> Thu AM	<input type="checkbox"/> Fri AM	<input type="checkbox"/> Sat AM	<input type="checkbox"/> Sun AM
<input type="checkbox"/> Mon PM	<input type="checkbox"/> Tue PM	<input type="checkbox"/> Wed PM	<input type="checkbox"/> Thu PM	<input type="checkbox"/> Fri PM	<input type="checkbox"/> Sat PM	<input type="checkbox"/> Sun PM

5 REASON FOR APPLYING TO BECOME A VOLUNTEER**6 SECURITY CHECKS**

Acceptance of Volunteers who will have access to our collections may be subject to a Criminal History Check. This check is at no cost to the proposed Volunteer.

Acceptance of Volunteers who will be helping on the Museum floors, within education programs and exhibition design and delivery will be subject to successful vetting and approval of a child suitability card (Blue Card). Associated checks and the issuing of a Blue card are at no cost to the proposed volunteer.

- I possess a current Blue Card, my registration number is _____, and expires _____
- I do not currently possess a Blue Card but I would agree to apply if I was offered a volunteer appointment.
- I am willing to undergo a criminal history check if required.

8 REFERENCES

Please supply contact details for two character referees. Referees will only be contacted after a proposed Volunteer has been interviewed for a placement.

	Referee 1	Referee 2
Name		
Relationship to You:		
Contact Details:	Ph:	Ph:

9 INSURANCE

All QM volunteers are covered by a *Personal Accident & Illness Insurance Policy* should you be injured while carrying out duties associated with your volunteer service. For this insurance:

- Injury has the same meaning as the term “injury” defined in the Workers’ Compensation and Rehabilitation Act 2003; and
- Compensation will be in accordance with and equivalent to the benefits that would be paid to you had you been entitled to compensation under the Workers’ Compensation and Rehabilitation Act 2003.

Signature of Applicant: Date:

Once completed and signed, please email or post this form to the Museum where you would like to volunteer. You can find the relevant postal and email addresses in the ‘work for us’ section of the museum web page – www.qm.qld.gov.au .

OFFICE USE ONLY

Supervisor		Campus Director/Program Head	
Recommended:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature:		Signature:	
Position/Section:		Campus/Program:	
Date:		Date	

Returned to Volunteer Coordinator and Database updated:

Signature: Date: __/__/__

The Queensland Museum collects applicant information for the purpose of establishing and maintaining recruitment records in line with standard human resources practices. Only authorised Museum staff have access to this information. In accordance with Queensland’s privacy regime and its 11 underpinning principles, your personal information will not be disclosed to a third party without your prior consent or unless authorised or required by law. Should you have any concerns in the future about how your personal information has/is been/being used, please contact the Museum’s Privacy Coordinator on (07) 3840 7648.