



Application for Voluntary Work

Level 1, 233 Sydney Road, Brunswick 3056 Australia

Ph: (03) 9385 8585 Fax: (03) 9385 8586

www.mefl.com.au

Thank you for your interest in volunteering with the Moreland Energy Foundation Ltd.

Please complete the information below, to help us find a volunteer task that would best suit you.

NOTE: this information will be kept confidential

TITLE: Ms/Miss/Mrs/Mr/Dr/Other		
FIRST NAMES		
SURNAME		
ADDRESS		
	Suburb:	Postcode:
TELEPHONE (daytime)	H:	W:
MOBILE	Mob:	
EMAIL		
DATE OF BIRTH (optional)		

These are some of the areas in which volunteers sometimes assist. Please tick any areas, which may be of interest to you.	<input type="checkbox"/> Administrative assistance	<input type="checkbox"/> Mail outs
	<input type="checkbox"/> Campaigns	<input type="checkbox"/> Festivals / Community Outreach
	<input type="checkbox"/> Research	<input type="checkbox"/> Marketing / Promotions
	<input type="checkbox"/> Design/creative	<input type="checkbox"/> Other:
Are there any energy / greenhouse issues which are of particular interest to you? Please tick any areas, which may be of interest to you.	<input type="checkbox"/> Household Sustainability	<input type="checkbox"/> Business Sustainability
	<input type="checkbox"/> Renewable Energy	<input type="checkbox"/> Climate Change
	<input type="checkbox"/> Sustainable Design	<input type="checkbox"/> Other:

AVAILABILITY	Are you prepared to commit to at least one day per week for at least 3 months? Yes <input type="checkbox"/> No <input type="checkbox"/> (This gives us an idea about your availability)	
HOW MANY HOURS PER WEEK WOULD YOU LIKE TO VOLUNTEER?		
PREFERRED TIME OF DAY	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
PREFERRED DAYS	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
	<input type="checkbox"/> Friday	<input type="checkbox"/> Sat/Sun (special events/appeals)
How did you hear about volunteering at the Moreland Energy Foundation Ltd		
I am currently a member of the Moreland Energy Foundation Ltd: Yes <input type="checkbox"/> No <input type="checkbox"/>		

LANGUAGES	Please state level: 1=Fluent, 2=Good, 3=Intermediate, 4=Basic			
	Understand	Speak	Read	Write
	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
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COMPUTER SKILLS: Please indicate your familiarity with the following:
(1=very familiar, 2=moderately familiar, 3=little experience, 4=no experience.

Microsoft Word 1 2 3 4

Microsoft Excel 1 2 3 4

Internet 1 2 3 4

Databases: 1 2 3 4

EDUCATION AND TRAINING

Please give details of courses you have attended and (if applicable) qualifications gained (e.g.BA/MA/TAFE) or equivalent.

Are you currently a student Yes No

Dates: From - To	Names & address of institution/provider	Name of course attended	Qualifications (if any)

WORK EXPERIENCE

Please list the jobs you have had, starting with your current or most recent job.

Dates: From - To	Name & location of employer	Job title or brief outline of your core responsibilities

VOLUNTEERING EXPERIENCE

If you have volunteered before, please give details here

Dates: From - To	Name & location	Volunteering responsibilities

Why would you like to volunteer with the Moreland Energy Foundation Ltd?

CONFLICT OF INTEREST POLICY

The effectiveness of the Moreland Energy Foundations (MEFL) work and credibility depends largely on the accuracy of our information and the impartial and objective manner in which we express our commitment to environmental preservation and protection. For most people volunteering for MEFL there is no conflict of interest. However, if you think there may be a conflict of interest (perceived or otherwise) then you need to indicate any such issues in your application form. An example would be those activities or membership affiliations with organizations in conflict with the aims and objectives of MEFL.

PRIVACY AND CONFIDENTIALITY OF INFORMATION

Volunteers may from time to time become privy to certain information about the organisation's work or personal information about fellow workers. Volunteers are required to keep such information confidential. Volunteers have the right to expect that personal information, which they may provide to MEFL about themselves be kept confidential.

Medical Information:

- Are you on Workers Compensation *or* Sick Leave? Yes No
- Do you have any medical restrictions, health issues or allergies that may affect your volunteering tasks? Yes No
- Do you have a disability that may restrict the types of tasks that you can do? Yes No
- Are you taking any medication that may be important for us to know about? e.g heart tablets or insulin. Yes No . If yes, please provide details.

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Working with children:

(Occasionally volunteers are asked to help with events involving school groups)

- If you would like to participate in volunteer activities that involve working with children and people under 18 years of age, please advise if you are a prohibited person under your state's child protection legislation. Prohibited Not prohibited
- Do you have any objections to the organisation undertaking a "working with children"/police check? (Note: different states use different wording for these types of checks.) Yes No

Declaration	
I hereby declare that all the information I have provided is accurate and true. I am aware of the expectations and requirements of voluntary work and agree to undertake the tasks to the best of my ability if successful in my application. I do not have a conflict of interests, or I have included a statement on any conflict with this application. I agree to not disclose any information which is confidential.	
Signed:	Date:

Further Information:

Please contact the Volunteers Coordinator on 9385 8585 or email to info@ address, followed by the standard MEFL ending of @mevl.com.au (address not given directly to stop spam bots from finding the address on the internet and sending it spam).

Please return the completed form by email (address above), or mail it to:

Volunteers Coordinator
Moreland Energy Foundation Ltd
PO Box 276
Brunswick
Melbourne VIC 3056