



Volunteer Application Form

If you're interested in volunteering with the Tasmanian Museum and Art Gallery (TMAG) please fill in the below form. *The more complete your details are, the easier it will be to match you with a placement.*

Your details

| | |
|----------------------|-----------------------|
| Given name: | Surname: |
| Preferred name: | Day & month of birth: |
| Residential address: | |
| Postal address: | |
| Phone (home): | Mobile: |
| Email: | |

Emergency contact details

| | |
|----------|---------------|
| Name: | Relationship: |
| Address: | Phone: |

Referees *please provide the name and phone number of two character referees*

| | |
|-------|--------|
| Name: | Phone: |
| Name: | Phone: |

Area of interest/preference *Please let us know a little about what attracts you to TMAG and which areas interest you for volunteering. You may also use the boxes below.*

| | | |
|---|---|---|
| <input type="checkbox"/> Administration. <i>Assisting with work which may include transcribing of records, registering specimens or filing. Computer skills may be required.</i> | <input type="checkbox"/> Guiding. <i>Conducting guided tours. This may include guiding school groups and working in various locations.</i> | <input type="checkbox"/> Collections. <i>Assisting with the management and research of artefacts and specimens. Some existing skills or specialised knowledge may be required.</i> |
|---|---|---|

Please outline any relevant qualifications or experience

This may also include any special skills you have such as fluency in another language, experience with aged or disabled persons, customer service, computing, teaching; or even your interests and hobbies. Attach separate documentation if necessary.

Availability *When are you able to volunteer. Please mark only the times you are available.*

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Morning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Afternoon | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

How did you hear about us *please mark the relevant box(es)*

- From an existing volunteer
 - From a staff member
 - General word of mouth
 - Volunteering Tasmania
 - Radio
 - Television
 - TMAG website
 - Other *please specify*
-
-

Acknowledgement & agreement *Please tick those items you acknowledge & agree to.*

- I authorise TMAG to undertake reference checking with the referees provided above about my work, conduct, experience and skills.
- I authorise TMAG to undertake a *regular* national police check, including a 'working with children' check as part of this application.
- I consent to the Department using my personal information for the purposes for which it has been provided and for summarised, general and factual reporting.
- I consent to receiving emails advising me of volunteer opportunities and other events at TMAG.

I certify that the information provided above is true and correct.

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

Thank you for applying to become a volunteer with TMAG. You will be contacted shortly. Please note that your application will be kept active for one year.

Please return this form to:

Tasmanian Museum and Art Gallery

GPO 1164

HOBART TAS 7001

or

volunteer@tmag.tas.gov.au

Personal Information Protection Act 2004

Use of basic information

A personal information custodian may use or disclose personal information about an individual for a purpose other than the primary purpose of collection without the individual's consent if –

- a) it is a public authority; and
- b) the information is basic personal information; and
- c) the use or disclosure is reasonably necessary for the efficient storage and use of that information; and
- d) the information is only used by, or disclosed to, another public sector body.