

VOLUNTEER OPSHOP ASSISTANT – APPLICANT REGISTRATION OF INTEREST FORM

Thank you for your interest in volunteering for our SPCA Canterbury Opshop. The Opshop is important to our organisation as it helps to raise vital funds to allow us to continue our work within the Canterbury community.

We are currently looking for people who can assist in a broad range of duties in our Op Shops. If you are available to help and able to participate in work that may include customer service, merchandising, cleaning and sorting, please complete this application form.

Application Date:		Where did you hear about this opportunity?	
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PERSONAL DETAILS (this information will not be disclosed to third parties without your consent)

Preferred Name:		Full Name:	
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Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr	Are you over 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Address:

City:		E-mail:	
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Mobile Phone:		Home Phone:	
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WORK AVAILABILITY

We require volunteer support from **9am to 5pm Monday to Friday**, and **8am to 4pm Saturday**. Please indicate below the hours you can work over the course of a full week. (*note: you do not have to work a full day*)

	Mon	Tue	Wed	Thur	Fri	Sat
From:						
To:						

How many hours a day can you work?		How many days a week can you work?	
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SKILLS / EXPERIENCE / WORK HISTORY

Why have you applied to volunteer at our SPCA Op Shop?	
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What relevant work skills and experience do you bring with you to this role?	
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Is there anything further you would like to add about yourself here?	
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MEDICAL HISTORY

Do you have any on going medical conditions that may be aggravated by working in a retail environment that includes working with chemicals, lifting and moving stock, serving customers or handling cash and used goods? <i>e.g. physical ailments, allergies, stress related, RSI</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure (if yes or unsure, please explain)
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RIGHT TO WORK			
Do you have the right to work in NZ? (You must be able to provide a copy of your birth certificate, permanent residency or work permit)			<input type="checkbox"/> Yes <input type="checkbox"/> No
CRIMINAL HISTORY			
Have you ever been convicted of a criminal offence?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you awaiting the hearing of charges in a civil or criminal court of law?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered Yes to either question above, please explain further.			
Are you happy for us to proceed with a criminal check if required?			<input type="checkbox"/> Yes <input type="checkbox"/> No
WORK / PERSONAL REFEREES			
To ensure you are suitable for this role, we may be required to contact a referee. If you are interviewed, you will need to supply two references, preferable work ones. Can you provide these if required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure			
CONSENT AND DECLARATION			
<p>I (full name) declare that to the best of my knowledge the information provided in this application and in any resume enclosed is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be engaged, or if I am engaged, my volunteer role will be terminated.</p> <p>I further understand that any offer of a volunteer engagement, if made, is conditional upon satisfactory confirmation from the New Zealand Police of any criminal record.</p> <p>Signed: Date:</p>			
WHERE TO FROM HERE			
<p>Thank you for taking the time to complete this application form. Your application will be assessed and you will be advised of your outcome in a timely manner. Please be advised that at times we may not have any suitable vacancies. In this case, we may contact you with another opportunity, or hold your application on file for future consideration.</p> <p>This application form is a source of information which will be used by the SPCA to assist it in considering your suitability for a volunteer engagement with SPCA Canterbury. If successful, such information shall form part of the SPCA's volunteer records. Failure to supply the information requested would prejudice the SPCA's ability to assess your suitability for the position.</p> <p>Information relating to unsuccessful applicants shall be retained by the SPCA for a period of 12 months. The information remains confidential to the SPCA Canterbury, after 12 months it will be confidentially destroyed. The above information is provided in accordance with the Privacy Act 1993.</p>			
RETURNING THIS APPLICATION FORM			
Email:	opshop@spcacanterbury.org.nz	In Person:	SPCA Canterbury Animal Centre 14 Wilmers Road, Hornby, Christchurch
Fax:	03 344 2074		