

SOUL CAFE VOLUNTEER APPLICATION FORM



Soul Café was established in August 2003 to serve hot meals free of charge to the highly disadvantaged of the Newcastle region, many of whom are homeless, have mental illness, substance abuse issues or live in poverty.

Please complete this form and return to Soul@soulcafe.org.au or PO Box 686, Newcastle 2300

FULL NAME	Click or tap here to enter text.		
	ADDRESS		
	Click or tap here to enter text.		
	PHONE	Home No. Click or tap here to enter text.	Mobile No.: Click or tap here to enter text.
	DRIVERS LICENCE/ PROOF OF AGE	Please attach a copy of your drivers licence / proof of age card with your application.	
	EMAIL ADDRESS	Click or tap here to enter text.	
	OCCUPATION / EMPLOYER		
	DATE OF BIRTH		
	EMERGENCY CONTACT	Name: Click or tap here to enter text.	Contact No.: Click or tap here to enter text.
		Relationship to Emergency Contact: Click or tap here to enter text.	
VOLUNTEER PREFERENCE	FOOD PREPARATION SERVICE		
	Breakfast shift: 7:00am to 9:00am Newcastle – Weekly		
	Mon <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Friday <input type="checkbox"/> Sat <input type="checkbox"/> 3wkly rotating		
	Lunch Shift (weekly): 9:00am to 2:30pm		
Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/>			
Sunday Lunch shift (4 week rotating shift): 10:30am to 1:00pm			
Sunday <input type="checkbox"/>			
FLOOR TEAM / STREET TEAM			
This team chats with guests and helps them to link to Soul Services. Tick if you would like more info about team. <input type="checkbox"/>			
PANTRY			
Tuesday 12:00 – 3:00pm <input type="checkbox"/>			
Wednesday 12:00 – 3:00pm <input type="checkbox"/>			
Friday 9am - 11am <input type="checkbox"/>			
RECEPTION / ADMINISTRATION			
Daily shifts: 10:00am – 2:00pm (Mon – Thurs) <input type="checkbox"/> I would like more info on this.			

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DO YOU HAVE A FIRST AID CERTIFICATE?	No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', please provide copy and due date. Click or tap here to enter text.
HOW DID YOU HEAR ABOUT SOUL CAFÉ?	Click or tap here to enter text.
WHY DO YOU WANT TO VOLUNTEER?	Click or tap here to enter text.
PREVIOUS VOLUNTEER WORK	No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', please give brief details: Click or tap here to enter text.
WWCC	Do you have a Working with Children Check number? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide your WWCC number: <u>Click or tap here to enter text.</u> I have applied –awaiting result. Will provide.
EXISTING MEDICAL/MENTAL CONDITIONS	Please list any medical/mental health conditions, or any medication you take that may affect your ability to undertake voluntary work: Click or tap here to enter text.

HAVE YOU EVER BEEN CONVICTED OF ANY SEXUAL CRIMINAL OFFENCE? Yes No

PLEASE ADD ME TO THE SOUL CAFÉ ENEWS LIST Yes No

VOLUNTEER CODE OF CONDUCT:

- ✓ I agree that it is my responsibility to be reliable and punctual.
- ✓ I agree I will do my best to give at least 48 hours' notice if I am unable to attend my shift.
- ✓ I agree that I will not be under the influence of any alcohol or drugs whilst volunteering.
- ✓ I understand that all personal information that I learn whilst volunteering for Soul Café will remain confidential.
- ✓ I agree to uphold the policies and procedures of Soul Café.
- ✓ I agree that, unless I have been specifically authorised, I may not speak on behalf of Soul to media
- ✓ I will not act, or be seen to be acting, in conflict with the best interests of Soul Café.
- ✓ I will use my best endeavors to promote and enhance the interests and reputation of Soul Café.
- ✓ I authorise Soul Café to use my name and/or photographs of myself taken whilst undertaking volunteer activities for Soul Café for promotion purposes.

Volunteer Signature: Click or tap here to enter text. Date: Click or tap to enter a date.