

Volunteer application form

Please complete the following information form and return to volunteering@maritimemuseum.co.nz

Or send via mail to PO Box 3141, Shortland Street, Auckland 1140

Or drop off to us by visiting us at the Corner of Quay and Hobson Street, Viaduct Harbour, Auckland Central

Contact Details			
Full Name			
Postal Address and postcode			
Email Address		NOTE: We email many of our communications, unless you tell us otherwise	
Your Home Phone		Your Mobile	
Emergency Contact		Relationship to you	
Emergency Contact Home Phone		Emergency Contact Mobile Phone	

Availability and Interest							
The Museum is open Monday through Sunday 10am – 5pm (last entry 4pm) To indicate your availability - please write in the times, on the day, you are able to volunteer							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Please circle the frequency you can volunteer	Weekly	Fortnightly	Monthly	Other			
Please circle the months you would be available.....	January	February	March	April	May	June	
or circle NO END DATE	July	August	September	October	November	December	
Sailing crew / Visitor Host / Tour Guide / Model Maker / Library / Maintenance / Education Host / Collections and Exhibitions Please circle which role you might be interested in (check our website for information on roles)							

HEALTH DETAILS: The NZ Maritime Museum is committed to ensuring the Health and Safety of everyone at the Museum. Your answers to the questions below will assist in keeping you safe. They will remain confidential at all times.							
Your Age Group (circle)	14-25	26-35	36-45	46-55	56-65	66-75	76+
Would you describe yourself as 'In good health', and physically capable of performing the role applied for? Yes / No (circle)	If No, please explain:						
Do you have any allergies or any other conditions that may affect your safety? Example: epilepsy, diabetes, heart condition etc.... Yes / No (circle)	If Yes, please explain:				Are you able to stand on your feet for long periods of time (applicable for Tour Guide and Visitor Assistance roles)?		Yes / No (circle)

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General Background	
<p>Languages Spoken We appreciate a variety of languages, as we have visitors from all over the world.</p>	<p>Please include your National language (if not English) and any other language/s you are able to speak: (and at what level? - Fluent, advanced, beginner).</p>
<p>Experience: Please outline your experience specific to the role (current or previous) relevant to the volunteer role you are applying for. Include Volunteer experience (if any).</p>	
<p>Do you have any relevant qualifications? Example: Day Skipper Certificate, Boat Master, Degree</p>	<p>If Yes, please list qualifications:</p>
<p>Hobbies and Special Interests</p>	
<p>Are there any investigations or other matters that you are aware of that the Police may disclose to us in the safety checking process? Including pending / outstanding investigations Yes / No (circle)</p>	<p>If Yes, please explain:</p>
<p>Referees Would you be able to provide referees – if required? (They must not be related, or a partner/spouse, or live with you.) Yes / No (circle)</p>	
<p>Police vetting (what you need to know). In compliance with the ‘Vulnerable children’s act 2014’ we may be required to complete a police check. We will require you to bring in a form of identification to complete the Police vetting forms - Example: Passport, drivers licence or birth certificate.</p>	
<p>Declaration of Volunteer acceptance:</p> <ul style="list-style-type: none"> • I confirm the information I provide in this information form and in any subsequent interview is true and correct. • I agree to follow the policies and procedures of the Museum - applicable to my volunteer role. • I understand my role of volunteer may be annulled at any time and any information, properties, clothing or name badge belongs to the NZ Maritime Museum and must be returned in good order. • I will be prompt and reliable in reporting for my volunteer duty and will give advanced notice when I am not able to attend. • I understand the role is voluntary and no remuneration is payable or expected in return. • I understand in relation to my museum duties and responsibilities, this information will only be disclosed to relevant NZ Maritime Museum staff and volunteers for the purposes of vetting. • I agree to this and other information collected about me being stored for the purpose of keeping a volunteer contact register and database, to be used by the NZ Maritime Museum to inform me of happenings relating to the Museum. (This information will be treated in a confidential manner). 	
<p>Signature:</p>	<p>Date:</p>

Office Use:

Start date:	Orientation date:	Organised by:
Health and Safety site induction	Date:	Organised by:
Police check completed	Submitted date:	Returned date: