

# VOLUNTEER APPLICATION FORM

OFFICIAL USE ONLY

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

What do you personally hope to achieve by becoming a part of the JF volunteer program?

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What special skills or experience would you bring to the JF volunteer program?

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Languages spoken (please indicate levels of second languages):

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Computer skills:

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Please indicate your employment status:

- Self-employed
- Not currently employed
- Retired
- Employed full time
- Employed part time
- Student full time
- Student part time

Please indicate the general areas in which you are prepared to work:

(Daytime Mon – Fri)

- Working at the reception desk of our gallery
- Working at the reception desk of our library
- Mail out assistance
- Promotions assistance
- Data entry assistance
- Setting up venues (multipurpose room and gallery) for film shows, concerts and other events

(Evening Mon – Fri)

- Hospitality work at exhibition openings, concerts or events
- Weekly film screening assistance

(Saturday)

- Working at the reception desk of our gallery
- Working at the reception desk of our library
- Event assistance

Availability:

Please tick and indicate am, pm or evening where appropriate.

Monday	am	pm	evening
Tuesday	am	pm	evening
Wednesday	am	pm	evening
Thursday	am	pm	evening
Friday	am	pm	evening
Saturday	am	pm	

If successful in my application to volunteer at the Japan Foundation, I understand that all volunteer workers at the Japan Foundation receive no monetary remuneration and that the Japan Foundation is under no obligation to employ me as a result of my voluntary contribution. I have read and accept responsibilities and obligations outlined in the Volunteer Position Description and the Health and Safety Guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return completed form to:

Volunteer Coordinator  
The Japan Foundation, Sydney  
Shop 23, Level 1, Chifley Plaza  
2 Chifley Square, Sydney NSW 2000