



CHECKLIST FOR VOLUNTEER APPLICATION -

IT IS ESSENTIAL THAT THE CHECKLIST IS FOLLOWED IN ORDER FOR THE APPLICATION TO BE ACCEPTED. APPLYING AS A VOLUNTEER DOES NOT GUARANTEE A POSITION.

- 1.** Fill in the application form & declarations ensuring all sections are completed in as much detail as possible.
- 2.** You will need to include a medical certificate from your local G.P confirming you are fit to work at the Australian Reptile Park.
- 3.** Ensure all referees contact details are included and correct. Please note, family members cannot be used as a referee.
- 4.** All applicants are required to obtain a Working with Children Check – see pages attached within this application on how to gain a WWCC Number. The WWCC will need to be submitted and complete with the application.
- 5.** Attach C.V with personal references.

Please remember that your application cannot progress unless ALL the above information is attached to the application form.

PLEASE NOTE: Should your application be successful; a Police Check will be conducted onsite. Uniforms can be purchased onsite!

Send your application form and attachments to the contact details below.

Contact Details

Contact: Volunteer Co-ordinator
Address: PO Box 737, Gosford, NSW, 2250
Phone: (02) 4340 1022
Fax: (02) 4340 2990

Email: admin@reptilepark.com.au



VOLUNTEER APPLICATION FORM

**ATTACH
PHOTO ID
HERE!**

PERSONAL DETAILS

Surname: _____ First Name: _____

Address: _____

Postcode: _____ Date of Birth: _____

Home Number: _____ Mobile: _____

Emergency Contact: _____ Contact Number: _____

Email Address: _____

Please number in order of preference in which section you would like to volunteer:

Reptiles:

Mammals & Birds:

Please indicate what days of the week you are available to volunteer:

Do you have any health restrictions or disabilities which may affect you or your competency in performing the duties of this position? (Please circle) YES/NO

If "Yes" what adjustments would be required to overcome this difficulty?

Do you have a current drivers licence? (Please specify what type)_____

Have you even been convicted of a wildlife related offence? (Please circle) YES/NO

Have you previously worked, volunteered, or applied to volunteer at The Australian Reptile Park:

(Please specify dates and involvement):_____

EDUCATION

Final year school level:	Date:	Qualification obtained:
Final year subjects:		

Further education/training courses completed

Year started	Year completed	Course	Institution

Do you have a current first aid certificate? (Please circle) YES / NO

Please answer the following questions:

a) Why did you choose to apply for voluntary work at The Australian Reptile Park?

b) What are your goals for the future and how will ARP help to assist you in achieving them?

Do you dislike or have a phobia/ Allergies of any animals?

EMPLOYMENT HISTORY

Please provide details of present and previous employment. Please state your present and last job held first.

Employed By:	From:	To:	Reason for Leaving:

REFEREES

Name:	Name:
Relationship:	Relationship:
Contact Number:	Contact Number:



DECLARATION

I acknowledge that the assistance I provide to The Australian Reptile Park will be on a voluntary basis.

I understand that I have no rights to claim, nor is The Australian Reptile Park liable to pay or contribute compensation or remuneration arising from any injuries, accidents or misadventure whether or not caused by any negligence on the part of management or employees of The Australian Reptile Park which may occur during or in the course of, or in any way contributed to this voluntary engagement.

I further acknowledge that the provision of my assistance to The Australian Reptile Park on a voluntary basis does not establish an employment relationship between The Australian Reptile Park and myself. Therefore, as a volunteer, I will not be entitled to any of the legal entitlements that an employee of The Australian Reptile Park would be entitled to, for example, wages, annual leave, long service leave, sick leave and parental leave. Employed work by the Australian Reptile Park is not guaranteed through the volunteer program. Volunteering has many benefits including gaining experience in the industry, training, networking with individuals/parks/zoos, discounted rates at the kiosk/gift shop and working with a range of species including select species that are only found at The Australian Reptile Park, in Australia.

I understand that I am not entitled to receive (and will not receive) any remuneration whatsoever, for the assistance I provide to The Australian Reptile Park.

However, I will be entitled to claim reimbursement for reasonable expense incurred in providing my assistance to The Australian Reptile Park as long as incurring of such expenses are authorized by a competent officer of The Australian Reptile Park.

Finally I understand that I will need to pay \$70.90 when I begin volunteering to cover expenses of uniform, and a police check to be done. I also acknowledge that a working with children check will be done as well.

Date: _____

Name of Volunteer: _____

Signature of Volunteer: _____