



WORKING MEMBER APPLICATION FORM

APPLICATION TO VOLUNTEER WITH VMR HERVEY BAY

PLEASE PRINT CLEARLY

PERSONAL DETAILS

MR, MRS, MS SURNAME:

GIVEN NAMES:

PREFERRED NAME:

DATE OF BIRTH:

CONTACT DETAILS

ADDRESS:

HOME PHONE:

WORK PHONE:

MOBILE:

EMAIL: (please print)

EMERGENCY CONTACT DETAILS:

ADDRESS:

HOME PHONE:

MOBILE:

CURRENT EMPLOYMENT STATUS. See note 1

FULL TIME

PART TIME

CASUAL

UNEMPLOYED

RETIRED

CURRENTLY SEEKING PAID EMPLOYMENT

APPLY FOR THE FOLLOWING GROUP/S. Please nominate your preferences from 1-4

Crew

Radio Operator

Administration Office

Events/Fundraising

HOURS AVAILABLE TO WORK. See note 2

No Preference/Anytime

Weekdays Only

Weeknights &Weekends Only

After Hours

QUALIFICATIONS. See note 3. List all qualifications held. Proof of attainment and currency will be required

EVERYONE: FIRST AID Intermediate Certificate CPR USI N° _____

CREW/RADIO MARINE RADIO LROCP SROVCP Other

CREW BOAT LICENCE Master Coxswain Recreational licence PWC

CREW MARINE QUALIFICATIONS Marine Engineer Other

ADMINISTRATION Business/Office Administration Typing MS Office tools

Cert IV Work Health & Safety Cert IV Training & Assessment

OTHER QUALIFICATIONS ATTAINED:

SCHOOLING. State your highest level of schooling achieved

High School (year ____)

College

University

TAFE

Apprenticeship

How do you rate your current health?

Excellent

Good

Fair

Poor

You must inform VMR immediately if your health circumstances change.



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YOUR HEALTH. See note 7.

Do you suffer from any medical, physical or other issue that may impact your ability to work at MRHB?

- Vision including colour blindness Yes No
- Hearing Yes No
- Cardiovascular conditions including fainting or blackouts Yes No
- Neurological conditions including Epilepsy/seizures Yes No
- Respiratory disease Yes No
- Diabetes Yes No
- Psychiatric illness Yes No
- Orthopaedic conditions Yes No
- Medications including insulin Yes No
- Body Mass Index (overweight) Yes No

ADMINISTRATION OFFICE SPECIFIC QUESTIONS. Only answer if you intend applying for Administration duties

List your previous experience working in an office environment:

- Are you customer focused and comfortable dealing with the public? Yes No
- Are you comfortable in the use of computers and other office equipment? Yes No
- Are you competent to work with Microsoft Office Suite? Yes No
- Are you competent with the Internet and Outlook Email system? Yes No
- Are you competent to work with Access and other databases, Excel spreadsheets? Yes No
- Are you familiar with receipting, invoicing and dealing with finances? Yes No
- Can you commit to at least 1 x 5hr shift per week (may be required to do 2 shifts per week) Yes No
- Can you follow standard operating procedures? Yes No

RADIO SPECIFIC QUESTIONS. Only answer if you intend applying for Radio duties

Have you any previous experience using a marine radio, ham radio or other types of communication?

- Are you comfortable in the use of computers and other technology? Yes No
- Are you able to work alone for periods of up to four hours? Yes No
- Are you tactful and able to hold information in strict confidence? Yes No
- Can you make appropriate decisions in accordance with standard procedures? Yes No

EVENTS/FUNDRAISING QUESTIONS. Only answer if you intend applying for Fundraising duties

- Have you any previous experience in fundraising ie sausage sizzles? Yes No
- Are you customer focused and comfortable dealing with the public? Yes No

REFEREE. List one person - not a family member. See note 8

| | |
|------------|----------------------|
| NAME: | RELATIONSHIP TO YOU: |
| HOME PHONE | MOBILE |
| EMAIL | |

I certify the above information is true and complete.

| | | |
|--------------|-----------|------|
| SIGNATURE | | |
| PRINTED NAME | SIGNATURE | DATE |

FOR OFFICE USE ONLY

| | | |
|---------------|------------|-----------|
| DATE RECEIVED | CHECKED BY | SIGNATURE |
|---------------|------------|-----------|

COMMENTS:

**WORKING MEMBER APPLICATION FORM***Companion Notes to Your MRHB Application* – please keep this for your reference.**General Information**

Thank you for your interest in becoming a Marine Rescue Hervey Bay volunteer and taking the time to fill out this form. Volunteering with MR Hervey Bay (MRHB) is an extremely rewarding experience where you can meet like-minded people and learn a range of new skills and qualifications.

Your personal information provided in this form is necessary for MRHB to assess your suitability as a volunteer. The information is treated in MRHB in accordance with the Privacy Act 1988 and Australian Privacy Principles.

On receipt of your application you will receive a confirmation email. You will then be contacted by phone to discuss your application, clarify any particular points and allow us to further assess you. After your interview and contact with your referee, you may then be asked to attend a face-to-face group meeting where a decision will be made on your application. If you are found suitable to proceed to training you will be required to become a MRHB member at a cost of \$11.00 for a non-boat owner. There are other member options for boat owners and no cost if you are already a MRHB member.

Crew and Radio numbers are limited and dependent on current vacancies. **Crew and Radio applicants are assessed in a group at least twice the year. Applicants will be advised when an interview will be required.**

Note 1. AGE RESTRICTIONS

We encourage younger members to be involved with our organisation however due to the nature of our work and insurance reasons, we have a minimum age requirement of 18.

Note 2. CURRENT EMPLOYMENT STATUS: If you are seeking to volunteer to gain a government allowance VMR advises that the necessary 30 hours per fortnight cannot be guaranteed through Crew or Radio work. Some allowance could be made within the Administration area however; this would strictly be a MRHB Management decision.

Note 3. HOURS AVAILABLE TO WORK: The table at the end of these notes shows the initial hours of commitment expected for each of the various groups within MRHB. You should assess your personal ability to commit to the hours before nominating.

Note 4. QUALIFICATIONS: Please list all other qualifications you may have. Use a separate sheet if necessary. Remember that proof of attainment will be required for recognition of prior learning if appropriate. Include your Unique Student Identifier (USI) for training purposes.

Note 5. CURRENT AND PREVIOUS WORK HISTORY: We don't require details of every job you've ever held but a short list of the more recent ones should suffice. Note whether you were self-employed and the type of work you undertook.

Note 6. WHO ARE YOU? We would like to know a bit more about you - what are you like, how do you get on with other people, are you introverted or extraverted, do you have great ideas, do you like to finish a job once you start it, are you particular about the way you do things, do you work well in stressful situations. Please provide as much detail as you want and attach another sheet if necessary. There are no right or wrong answers.

Note 7. YOUR HEALTH: If you have certain medical conditions you may put yourself in a position where your wellbeing could be compromised.

Working on a MRHB vessel is not for everyone. If you answer yes to any of the health questions you may be asked to attend your GP to get a medical certificate (at your cost) that states you are capable of working on a rescue vessel. A quick assessment for you is, could you lift an adult with assistance from the water onto a boat or can you distinguish coloured flashing lights at night. Again there are no right or wrong answers but we must be aware of your physical condition for crew members.

Note 8. REFEREE: Your referee must **not** be a member of your family. We prefer someone who has known you for a considerable period; knows you well and is of good character willing to vouch for you. They should also be informed that you have nominated them and they can expect a call from MRHB.

**WORKING MEMBER APPLICATION FORM**

COMMITMENT REQUIRED BY GROUP

| Group | Regular commitment | Additional commitment | Ongoing Training Commitment | Initial Training Commitment |
|------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Crew | 1 or 2 rostered weekend days / month 24 hours on-call, no alcohol | 24 hour emergency call-out on weekdays (If available) | 1 compulsory weekend training session / month Sat night or Sun morning (up to 4-5 hours) Standard Operating Procedures apply. | Training night – Thursdays 6-9pm (optional after initial training) |
| Radio | At least 4 or more four hour shifts per month | Monthly Meeting – 1 st Monday of the month 6-7.30pm | Regular refresher training. Standard Operating Procedures apply. | 2x4 hour sessions per week for 3 consecutive weeks in training room then 2x4 hour sessions for 3-4 weeks in Radio Room on Observer and Supervised shifts |
| Admin | At least 1 or more five hour shifts per week | Monthly Meeting – 2 nd Monday of the month 3.00pm – 4.30pm | Standard Operating Procedures apply. | 2 days full training then double up for additional shifts |
| Fundraising (everyone is expected to assist in this area) | 2 x Saturdays every month as arranged by Sausage Sizzle Coordinator | Others functions as required | Standard Operating Procedures apply. | |

Any further questions regarding this form please ring the office on (07) 4128 9666 or email office@mrhb.org.au
Thank you for your consideration to volunteer with Marine Rescue Hervey Bay.