Bendigo E-Waste

0491 621 247
info@bendigoewaste.com.au
www.bendigoewaste.com.au
4/144 Strickland Road East Bendigo
ABN 39 160 094 928

Volunteer Application Form

Thank you for your interest in volunteering with Bendigo E-Waste. Our volunteers are an integral part of our business bringing a wealth of knowledge to our site along with a passion to reduce, reuse and recycle.

Please complete all relevant sections of this application. All applicants are subject to screening, approval and completion of a workplace safety induction before commencing.

1. Personal Information

Full legal name: _____

Preferred name: _____

Date of birth: _____

Residential address: _____

_____

_____

Suburb: _____ Postcode: _____

Mobile number: _____

Alternative phone number: _____

Email address: _____

_____

Are you currently:

□ Employed full-time

□ Employed part-time or casually

□ Unemployed

□ Retired

□ Studying

□ Other: _____

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2. Emergency Contact

Full name: _____

Relationship to applicant: _____

Primary contact number: _____

Alternative contact number: _____

3. Volunteer Availability

Please indicate which days you are available and your preferred hours. Please note we operate Monday-Friday 10am-2pm, we do not operate on weekends or public holidays. At times we will be of site and there will be no volunteering that day, you will be notified in advance.

Monday	Tuesday	Wednesday	Thursday	Friday
□ Yes □ No	□ Yes □ No	□ Yes □ No	□ Yes □ No	□ Yes □ No

Preferred number of days per week: _____

Preferred number of hours per week: _____

Earliest available commencement date: _____

Are you seeking:

□ Regular ongoing volunteering

□ Occasional volunteering

□ Short-term volunteering

□ Other: _____

Do you have reliable transport to and from our facility?

□ Yes □ No

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4. Skills, Experience and Interests

Why are you interested in volunteering with Bendigo E-Waste?

Do you have any previous employment or volunteer experience relevant to our operations?

Please indicate any areas of experience or interest:

□ Electronic waste sorting
□ Dismantling electronic equipment
□ Computer hardware
□ Testing electronic equipment
□ Recycling and resource recovery
□ Warehouse organisation
□ Stock management and inventory
□ Cleaning and general housekeeping
□ Other: _____

_____

_____

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Do you hold any relevant qualifications, licences or certificates?
□ Forklift licence
□ First Aid certificate
□ Driver's licence
□ Trade qualification
□ Other: _____
□ None

5. Mandatory Screening Requirements
Bendigo E-Waste requires applicants to complete the following screening requirements before commencing approved volunteer duties.
Victorian Working with Children Check (WWCC)
Do you currently hold a valid Victorian Working with Children Check?
□ Yes □ No □ Application pending
Check number: _____
Expiry date: _____
Check type: □ Volunteer □ Employee

Are you willing to obtain a Working with Children Check if required and eligible?
□ Yes □ No □ Not applicable

National Police Check
Do you hold a recent National Police Check?
□ Yes □ No □ Application pending
Date of issue: _____
Are you willing to obtain a National Police Check if required?
□ Yes □ No □ Not applicable

Do you consent to Bendigo E-Waste verifying your screening documents and assessing your suitability for the proposed duties?
□ Yes □ No

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Original or verifiable screening documents must be provided for assessment before commencement. Applicants must notify management of any changes to their screening status that may affect their suitability.

6. Personal Protective Equipment (PPE)
Due to the nature of our operations, all volunteers undertaking duties within designated operational areas must comply with workplace safety and PPE requirements. Volunteers must not undertake operational duties without the required PPE.

Steel-cap safety boots are mandatory and must be worn at all times when on site.
Do you own a suitable pair of steel-cap safety boots?
□ Yes □ No

If not, are you willing to obtain a pair before commencing?
□ Yes □ No □ Not applicable

Are you willing to wear additional PPE as directed, including:

- High-visibility clothing
- Protective gloves
- Safety glasses
- Hearing protection
- Other task-specific protective equipment

□ Yes □ No

7. Health, Safety and Support Requirements
Our facility may involve standing for extended periods, repetitive movements, manual handling, exposure to dust and noise, and working around electronic equipment and machinery.

Are there any tasks or activities you may require assistance with or adjustments to perform safely?
□ Yes □ No □ Prefer to discuss privately

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Please provide details of any relevant functional limitations, workplace adjustments or support requirements:

Are there any emergency response requirements you wish to make management aware of?

You are not required to disclose unrelated medical conditions or diagnoses. Information provided will be used to assist with safe task allocation and appropriate workplace support.

8. References

Please provide two people who can comment on your suitability, reliability or previous experience. These may include previous employers, volunteer coordinators or personal references.

Reference 1

Name: _____

Relationship: _____

Organisation (if applicable): _____

Phone number: _____

Reference 2

Name: _____

Relationship: _____

Organisation (if applicable): _____

Phone number: _____

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9. Volunteer Responsibilities

By applying to volunteer with Bendigo E-Waste, I acknowledge that I will be expected to:

□ Complete all required workplace inductions and training.

□ Follow workplace health and safety policies, procedures and reasonable instructions.

□ Wear mandatory steel-cap safety boots and all other required PPE.

□ Only undertake tasks for which I have received appropriate training and authorisation.

□ Report hazards, injuries, incidents and near misses immediately.

□ Treat staff, customers, visitors and other volunteers with respect.

□ Maintain confidentiality regarding customer information, business operations and electronic data.

□ Not access, copy, photograph or distribute personal data contained on electronic devices without authorisation.

□ Not remove equipment, components, materials or other property from the premises without management approval.

□ Attend the workplace free from the effects of alcohol or drugs that may impair my ability to work safely.

□ Notify management if I am unable to attend an agreed volunteer session.

□ Notify management of any changes that may affect my ability to undertake duties safely.

10. Privacy and Consent

I understand that the personal information collected in this application will be used for assessing my suitability, verifying screening requirements, coordinating volunteer activities, managing workplace safety and responding to emergencies.

I understand that my information will be handled confidentially, stored securely and accessed only by authorised persons, except where disclosure is required or permitted by law.

I consent to Bendigo E-Waste collecting and using the information provided for these purposes.

□ I consent

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11. Applicant Declaration

I declare that the information provided in this application is true and correct to the best of my knowledge.

I understand that submitting this application does not guarantee acceptance into the volunteer program.

I understand that the proposed arrangement is intended to be voluntary and unpaid, subject to applicable workplace laws, and that this application does not waive any legal rights or entitlements.

I agree to comply with Bendigo E-Waste's applicable policies, safety procedures and confidentiality requirements if my application is approved.

Applicant name: _____

Signature: _____

Date: _____