VOLUNTEER INQUIRY FORM

Welcome to South Gippsland Citizens Advice Bureau and Visitor Information Centre. Please peruse our brochure attached to this form so you can gain some insight into what we provide at our information referral service. We thank you for providing some relevant information about yourself, your skills and interests.

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |

Why would you like to volunteer at CAB?

Office Skills, Customer Service Training, Centrelink Requirements, Social Engagement?

Have you got any interests or skills you would like to share?

Data Entry, Tourism Industry, Government Services Background, IT Skills?

Do you have any experience in the following? - please add details

|  |  |
| --- | --- |
| General office procedures eg photocopying, scanning |  |
| Designing brochures or arranging displays |  |
| Customer service |  |
| Computer applications |  |

Thank you for your interest in becoming a volunteer at the CAB. One of our volunteers will be in contact to discuss a time to meet you for an informal interview.

Please note that all new volunteers at CAB are required to undertake The Community Support Workers course which is delivered through CISVIC (Community Information and support Victoria) The unit has been customised by CISVIC to ensure those working in agencies have the skills and knowledge to carry out the role.

* A question-and-answer sheet is attached to provide more information. You will be supported by a mentor at CAB while undertaking the course

Signature: (Optional for Online Applications)

Date:

(Save As…., Print & return to the bureau directly or via email at: [sthgippscab@gmail.com](mailto:sthgippscab@gmail.com))

