



# VOLUNTEER PROGRAMME INFORMATION & APPLICATION





# Volunteer Introduction & Information

The Australian Reptile Park's volunteer programme is a great way to gain experience and further knowledge within the zoo keeping industry.

Many of the volunteer program participants are involved as part of their university or TAFE requirements to experience what it is like to be a zoo keeper because they have a love of animals or to have fun!

Each volunteer applicant must be able to commit to one day a week, the same day each week, from 8.00am-5.00pm.

Applicants must be 18 years of age.

Participating in the Volunteer Programme does not guarantee employment at The Australian Reptile Park or within the Zoo keeping Industry.

Once accepted into the programme volunteers are required to pay a deposit of \$50 to receive an Australian Reptile Park work shirt. This money is held until the volunteer leaves the programme and the shirt is returned.

All volunteers undergo a 4 week trial period during which completion of the Occupational, Health and Safety Manual is mandatory.



# VOLUNTEER APPLICATION FORM

Photo Attachment  
(Optional)

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Home Number: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

## 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: |
|--------------|-------|-----|---------------------|
|              |       |     |                     |
|              |       |     |                     |
|              |       |     |                     |
|              |       |     |                     |

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 ever been convicted of a wildlife related offence? (Please Circle) YES/NO

## References

|                 |                 |
|-----------------|-----------------|
| Name:           | Name:           |
| Relationship:   | Relationship:   |
| Contact Number: | Contact Number: |

Have you previously worked or volunteered at The Australian Reptile Park:  
 (Please specify dates and involvement): \_\_\_\_\_

## Office Use Only

|                            |                |
|----------------------------|----------------|
| Date application received: | Contacted:     |
| Section:                   | Volunteer day: |
| Interview date:            | Time:          |
| References checked:        |                |
| Trial date:                |                |

## 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 indicate what days of the week you are available to volunteer?

\_\_\_\_\_

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

Reptile \_\_\_\_ Mammals & Birds \_\_\_\_ Spiders \_\_\_\_ Bush Regeneration \_\_\_\_ Venom \_\_\_\_

Please specify which shirt size you will require: (Please circle)

Small                  Medium                  Large                  X Large                  XX Large

## Please Answer the following questions:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 of any animals?

\_\_\_\_\_

How did you hear about ARP's Volunteer Programme?

\_\_\_\_\_

# 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.

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 expenses incurred in providing my assistance to The Australian Reptile Park as long as the incurring of such expenses are authorized by a competent officer of The Australian Reptile Park.

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

Name of Volunteer: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_





# Important information for your first day as a volunteer

7.30am.-7.50am

- Arrive at the park and sign into the volunteer register.
- You will be met by the reception team and introduced to your section head keeper.
- The \$50 deposit for The Australian Reptile Park work shirt can be paid to reception staff.
- The head keeper or another member of staff will show you around and introduce you to other team members.
- Morning tea is around 10.15am to 10.45am and last for 30 minutes.
- Lunch is around 1.30pm.
- Work will finish at 5.00pm each day.

Dress Code:

- Shorts and pants need to be a plain colour, no bright colours or board shorts.
- Clothing should be comfortable and durable.
- Please keep in mind they may get torn or dirty.
- Shoes must be worn at all times and must be closed in, boots or joggers are preferred.
- Hair needs to be tied back and neat and tidy
- In wet weather it is advisable to bring a raincoat and perhaps a change of socks. On sunny days a hat and sunscreen must be worn.
- If at any stage you are unable to attend on your designated day, advance notice is required. Contact the day before or early (before 8am) the day of work is required.
- If a volunteer repeatedly does not show up on their designated day. (especially) if no contact is made they may be asked to leave the programme.



# Checklist for volunteer application

1. Fill in application form & declarations ensuring all sections are completed in as much detail as possible.
2. Ensure referees contact details are included and correct.
3. Attach C.V personal references and optional photo.
4. You will need to include a medical certificate from your local G.P confirming you are fit to work at the Australian Reptile Park.

Send your application form and attachments to the contact details below. Once we receive your forms we will phone you to discuss an interview time.

## Contact Details

Contact: Reception

Address: PO Box 737, Gosford, NSW, 2250

Phone: (02) 4340 1022

Fax: (02) 4340 2990

Email: [admin@reptilepark.com.au](mailto:admin@reptilepark.com.au)