



APPLICATION FOR APPOINTMENT AS A VOLUNTEER MEMBER

PART 1 - TO BE COMPLETED BY THE APPLICANT

Unit Location:

Surname:		Given Names:	
Address: (Home)		Post Code:	
(Postal)		Post Code:	
Date of Birth:	Drivers Licence (Current NT):	Class:	
Marital Status:	Occupation:		
Employer:			
Employment Address:			
Phone: (Home):	(Work):	(Mobile):	
Email:	Previous Member:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you identify yourself as Aboriginal or Torres Strait Islander?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Previous Service/Experience/Qualifications: (NTES/Defence/Police/Fire/SES, etc).			
Next of Kin:		Relationship:	
Home Address:		Contact:	

I hereby apply for membership of the Northern Territory Emergency Service and agree to:

- A Criminal History Check
- Abide by the Code of Conduct of the Service.
- Achieve and maintain the minimum training obligation.
- Maintain all equipment issued to me in good order.
- Return all personal equipment including ID card issued to me upon resignation, termination or as directed by the Chief Officer NTES.

I agree to render voluntary service to the best of my ability and in accordance with the policies and procedures of the Northern Territory Emergency Service.

I have attached a certified true copy of my driver's licence (by an Authorised Officer)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have attached 100 points of certified true copies of identification (by an Authorised Officer)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have attached a completed criminal history form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have provided certified true copies of certificates/qualifications (by an Authorised Officer)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Applicant's Signature:

Date: / /

PRIVACY DISCLAIMER

Northern Territory Emergency Service (NTES) are collecting information on the "Application for Appointment as a Volunteer Member" to ensure compliance with the *Emergency Management Act* to ensure that the Chief Officer Northern Territory Emergency Service is satisfied with a number of matters relating to the Volunteer Member appointment and the Chief Officer's discharge of their Duty of Care. This collection is required under the *Emergency Management Act*. Failure to provide this information in full or part may result in your application not being processed or supported.



PART 2 - ENDORSEMENT OF UNIT OFFICER/LOCAL CONTROLLER

Application Recommended Not Recommended

Signature: _____ Date: / /

Name: _____

Comments: _____

PART 3 - ENDORSEMENT OF OPERATIONS OFFICER (PRIOR TO CRIMINAL HISTORY CHECK)

Application Recommended Not Recommended

Signature: _____ Date: / /

Name: _____

Comments: _____

PART 4 - ENDORSEMENT OF MANAGER NORTHERN/SOUTHERN

Application Recommended Not Recommended

Signature: _____ Date: / /

Name: _____

Comments: _____

PART 5 - ENDORSEMENT OF CHIEF OFFICER NTES

Application Approved Not Approved

Signature: _____ Date: / /

Name: _____

Comments: _____



NTES VOLUNTEER IDENTIFICATION CARD

APPLICATION FORM

PART 6 - INSTRUCTIONS FOR VOLUNTEERS:

1. Complete this form
2. Sign the signature box in a black permanent marker (not pen);
USE THE WHOLE BOX FOR YOUR SIGNATURE
3. Attach a digital photograph of yourself (head and shoulders) against a plain background; ensure file is named with your SURNAME then given name (e.g. SMITH Craig).
4. Submit completed form and photo file to your Unit Officer.

Volunteer Details (Please print in capitals):

Full Name:

NTES Volunteer Unit

Office Use Only:

Volunteer Registration Number:

Signature Box:

Instructions for Unit Officer

1. Unit Officer to email the Volunteer application and Criminal History Check to the Operations Officer.
2. Email photograph of volunteer to the Operations Officer.

Instruction for Operations Officer and Regional Manager Northern/Southern

1. Operations Officer to endorse and send to Support Officer to register on Content Manager, process criminal history check and on return forward to Regional Manager Northern/Southern.
2. Regional Manager to endorse and return to Support Officer to complete Volunteer application processing and send to Executive Assistant to Chief Officer NTES.

Instructions for Chief Officer NTES

1. Send or hand over signed original form to NTES Executive Assistant.
2. NTES Executive Assistant to email approved form to Support Officer .
3. Support Officer to organise ID Cards through facilities.
4. Support Officer to update relevant databases including Content Manager.