



Process for Volunteer Application shouldn't take longer than 2 months.
Submit complete application only. If anything is missing it will be sent back.

PERSONNEL DETAILS:

Applicant Name:	
Unit:	

PREVIOUS SERVICE (If applicable)

Unit:		Service #	
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MEMBERS APPLICATION

Volunteer package must include complete paperwork:	<input type="checkbox"/> Application for Appointment as Volunteer Member <input type="checkbox"/> Uniform Request Form <input type="checkbox"/> Authority to Release Criminal History PF166 (Signed by an Authorised Officer) <input type="checkbox"/> Copy of Identification Documents, Eg Drivers Licence, Passport (Certified Copies) <input type="checkbox"/> Photo ID (Passport photo / camera photo)		
Date Signed off by Applicant:			
Date Endorsed by Unit Officer:			
Date Submitted to HQ:		Submitted by:	
SUBMISSION TYPE (Tick one)	Internal mail <input type="checkbox"/> / In person <input type="checkbox"/> / Email <input type="checkbox"/>		

DOUBLE CHECK

<input type="checkbox"/>	Utilised the most current volunteer application and authority to release document. (PF166)
<input type="checkbox"/>	ID Documents have been certified. (by Police Officer, Unit Officer or Operations Officer)
<input type="checkbox"/>	Authorised officer has approved PF166 Criminal History Check Form. .
<input type="checkbox"/>	All the above mentioned attachments are attached.
<input type="checkbox"/>	Name and Postal Address of Manager to whom Crim Check is sent to = Krissy.Riley@pfes.nt.gov.au



APPLICATION CHECKLIST FOR VOLUNTEER MEMBER

*Checklist for the Unit to utilize. This is to assist with processing Volunteer Application.
This document is an in house document, not to be submitted to HQ.*

Welcome Member

1. Welcome new member and have them sign the register logbook (Sign in book).
2. Have a frank conversation in what we do as a unit and as an organisation. This is to set precedence of what is expected of members (Conversations can include mention of remote deployments, late nights, long times between registered training and appointments, serious scenes and social involvement with the public).
3. Conduct a site familiarisation.

"Application for Appointment as a Volunteer Member" form

4. Member to complete pages 1 & 2 and sign.

"NTES Volunteer Identification Card" form

Fill in details, ensure the signature box is signed.

5.
 - Use a black permanent marker (not pen).
 - Use the whole box for your signature.

Photo of New Member for Identification Card

Take photo of member and save to units folder.

6.
 - (Digital photograph of member (head and shoulders) against a plain background).
 - Ensure file is named with SURNAME, then given name (eg SMITH Craig).

"Authority to Release Criminal History - PF166" form

7. Member to complete page 1.
8. Member to sign page 2 in front of an Authorised Officer.
 - An Authorised Officer can be located at a police or fire station.
9. Member must submit 2 Original Identification Documents.
 - Drivers licence, passport, Birth Certificate, etc.
10. Unit Officer will need to create copies of identification document and endorse it as a certified copy.

“Uniform Request Form”

- 11 Member to complete this form.
- Use the sizing chart on the back of the form.
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“Northern Territory SES Volunteer Association Inc” (IF APPLICABLE)

- 12 Notify Member that joining the SES Volunteer Association will be the members responsibility if they are interested.
- Member to complete Page 1.
 - Member to email completed paperwork to ntsesva@gmail.com.
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Advise Member of time it takes to be endorsed.

- 16 Notify the member that the process can take between 5 to 8 weeks. In the meantime they can attend training nights, yet cannot be involved with physical activities until their appointment and appropriate PPE has been provided.
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Submit **ALL COMPLETED** forms to the Unit Officer for Endorsement of Application

- 17 Completed paperwork and appropriate attachments to be sent to the Unit Officer.
- 18 Unit Officer to Endorse Page 2 of the “Application for Appointment”.
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Save and Submit **ALL COMPLETED** forms and applications to HQ.

- 19 Admin Officer to scan all documents and save them to the members folder.
- Admin Officer to email the documents to HQ (NTES@pfes.nt.gov.au) or send via internal mail for processing.
- 20
- Add a reminder on the email for the Admin Officer to follow up the application in 5 weeks.