### 

**Don Dunstan Foundation**

**Volunteer Expression of Interest Form Form**

## Intern Program

***This information is strictly confidential and will not be used for any other purpose than proper record keeping.***

Please note, the expression of interest process will help us determine skills and fit for the organisation as well as assist the potential volunteer in identifying what their needs and abilities are.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | | |
| TITLE | MISS  MS  MRS  MR  DR  OTHER | | | | | | | |
| NAME |  | | | SURNAME | | |  | |
| MOBILE |  | | | DATE OF BIRTH | | |  | |
| EMAIL |  | | | | | | | |
| **I HAVE EXPERIENCE IN** | | | | | | | | |
| □ Administration  □ Data Entry/Scanning  □ Research | | □ Accounting/Finance  □ Fundraising  □ Event Planning | | | □ IT/Website  □ Events (on the day)  □ Marketing/Media | | | □ Other (describe) |
| **I AM CONFIDENT USING THE FOLLOWING SYSTEMS** | | | | | | | | |
| □ Email  □ Photoshop  □ Email Newsletters | | □ Microsoft Word  □ InDesign  □ Event Ticketing Websites | | | □ Microsoft Excel  □ Illustrator  □ PowerPoint | | | □ Web Navigation  □ Other (describe) |
| **WHAT IS YOUR INTENDED COMMITMENT AS A VOLUNTEER** | | | | | | | | |
| □ One off/ad hoc (Event Volunteering) | | | □ Short term (3-6 months) | | | □ Ongoing (6-12 months) | | |
| **GETTING TO KNOW YOU**  **(Please fill out the below in relation to volunteering at the Don Dunstan Foundation)** | | | | | | | | |
| I am passionate about… | | | | | | | | |
| I am happy to help with… | | | | | | | | |
| I want to learn how to… | | | | | | | | |
| Please don’t ask me to… | | | | | | | | |
| I thought you should also know… | | | | | | | | |

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| **PLEASE WRITE A ‘COVER LETTER’ SUMMARY OF YOUR WORK HISTORY, SKILLS AND EXPERIENCE** |
| For general enquiries please summarise qualifications, attributes and special skills you have acquired from employment, education, previous volunteer work, or through other activities; including hobbies or sports and how these skills would support the Don Dunstan Foundation. Tell us more about why you want to volunteer with us and what you would like to gain from a volunteer experience. |
| **WHEN APPLYING FOR A SPECIFIC POSITION/S PLEASE ADDRESS THE SELECTION CRITERIA HERE:** |
|  |
| **PLEASE RETURN TO:** |
| **Email:** [emilie.soda@adelaide.edu.au](mailto:emilie.soda@adelaide.edu.au)  If you need assistance or further information please contact the Volunteer Coordinator on the above email or call 8313 3364 |