

“I HAVE  A DREAM”<sup>®</sup>

CHARITABLE TRUST  
NEW ZEALAND

# Volunteer Application Pack

“A century from now it will not matter what kind of car I drove, what kind of house I lived in, or how much money I had in the bank....But one hundred years from now the world may be a better place, because I was important in the life of a child.”



## Volunteer Application

In order for "I Have a Dream"<sup>®</sup> to protect the safety of our students, and to provide a responsible and professional service, it is necessary for potential volunteers to provide extensive personal information about themselves and their families. This information is shared only with programme staff involved in placement and screening of volunteers. Records are not available for review by other volunteers or other individuals without authorised "consent to release information" by the volunteer. **Please COMPLETE AND SIGN ALL FORMS listed in the checklist at the back of this application, before returning to the "I Have a Dream"<sup>®</sup> Charitable Trust - NZ.**

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Home Address: \_\_\_\_\_ Suburb, City: \_\_\_\_\_

Work Address: \_\_\_\_\_ Suburb, City: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Pager/Mobile#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

How long have you lived in Auckland? \_\_\_\_\_ How long in New Zealand? \_\_\_\_\_

Name of Employer: \_\_\_\_\_ How long at present job? \_\_\_\_\_

Occupation/Job Title: \_\_\_\_\_

Previous Employment History: \_\_\_\_\_

Schools and Education Institutions Attended: \_\_\_\_\_

Education:  High School Qualification  Diploma  Bachelor Degree  Masters

Area of Study/Specialization: \_\_\_\_\_

Marital Status:  Single  Married  Divorced  Separated  Widowed

Spouse's Name: \_\_\_\_\_ Spouse's Occupation: \_\_\_\_\_

NZ Driver's License#: \_\_\_\_\_ Do you have a car? \_\_\_\_\_

Make/Model: \_\_\_\_\_ License Plate#: \_\_\_\_\_

**Note: Volunteers must provide proof of drivers licence if using a car with "I Have a Dream"<sup>®</sup> – please attach a photocopy of drivers licence with your completed application.**

Has your driver's license been revoked within the last three years?  Yes  No

If yes, state reason: \_\_\_\_\_

Have you ever been involved, arrested or convicted of a criminal offence?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been the subject of a child abuse investigation?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been known by any other name(s)?  Yes  No

If yes, please list: \_\_\_\_\_

Do you know anyone who is currently involved with "I Have a Dream"<sup>®</sup>?  Yes  No

If yes, please list: \_\_\_\_\_

How did you hear about "I Have a Dream"<sup>®</sup>? \_\_\_\_\_

Why do you wish to volunteer for "I Have a Dream"<sup>®</sup>? \_\_\_\_\_  
\_\_\_\_\_

Can you commit at least one-year to this programme?  Yes  No  Not Sure

If no or not sure, please explain: \_\_\_\_\_

Do you anticipate any changes in your work, school or living situation in the next year?  Yes  No

If yes, please explain: \_\_\_\_\_

Do you have any health limitations?  Yes  No If yes, please explain: \_\_\_\_\_

In what areas of the programme would you like to participate? (check all that apply)

- Mentor  Tutor  Field Trip/Activities Volunteer  
 Special Events Volunteer  After School Programme Volunteer  School Holiday Programme Volunteer  
 Administrative Volunteer  Sports or Arts Coaching Volunteer  Other \_\_\_\_\_

What age group do you prefer to work with?  Primary  Intermediate School  High School  
 No Preference  I DO NOT want to have direct contact with youth

Availability? (Please circle days and indicate times your available below)

Days: MON TUES WED THURS FRI SAT SUN

Times: \_\_\_\_\_

Describe your experiences working with children/youth: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have children?  Yes  No      If yes, please list ages and gender of children: \_\_\_\_\_  
\_\_\_\_\_

Please list any languages, other than English, that you speak or write: \_\_\_\_\_

List involvement/memberships in other community or welfare organisations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list your hobbies and/or any special skills that might be relevant to your placement as a volunteer:  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact Information:**      In the event of an emergency, please contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb, City: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Pager/Mobile#: \_\_\_\_\_

**Referees:**

Please list **name**, **address**, and **telephone number** of three persons you have known for at least two years (Please do not list relatives). One of your referees should be your current supervisor in your place of employment, if applicable, or a faculty member if you are currently a student.

**Note: *Both address and telephone number is required as a reference form will be sent to them and follow up is done over the phone as required.***

1.      Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb, City: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

2.      Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb, City: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

3.      Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb, City: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Additional Comments:

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I understand that, in applying to serve as a volunteer, I will be required to attend an in-service orientation or training session, undergo a criminal background check, a personal reference check, and a personal interview by an "I Have a Dream"<sup>®</sup> Charitable Trust - NZ staff member prior to being placed into the programme. I authorise the references listed above to provide I Have a Dream – New Zealand with any relevant information that may be required to arrive at a volunteer placement decision.

The information provided on this form is true to the best of my knowledge. I have read and understand the above information and agree to the conditions set forth.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Have You . . .**

**Filled out and signed the application form above in full (including at least two referees)**

**Included a photocopy of your drivers licence**

**Please continue to....**

**Sign the Police Background Check Consent Form**

**Sign the Code of Ethics**



**CONSENT TO DISCLOSURE OF INFORMATION**

Licensing & Vetting Service Centre  
Office of the Commissioner  
P0 Box 3017  
WELLINGTON

I .....  
(Surname) (Fore Names)

.....  
(Maiden or any other names used)

Sex.....(M/F) Date and place of birth.....

Nationality..... Residential Address .....

Suburb ..... City .....

NZ Drivers Licence number .....

hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application, to **The "I Have a Dream" Charitable Trust**. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

Signed ..... Date .....

**COMMENTS OF THE NEW ZEALAND POLICE**



## CODE OF ETHICS

"I Have a Dream"<sup>®</sup> Charitable Trust New Zealand provides inspiration and opportunities to low-income youth to stay in school; to become responsible, self-directed adults; and to reach their full potential. For this purpose, and recognizing the effectiveness of teaching by example, all staff and volunteers throughout their employment or placement with the agency, must adhere to the following Code of Ethics.

1. Staff and volunteers must treat each other and youth of all races, religions, and cultures with respect and consideration. Discrimination on the basis of age, sex, ethnic, or socio-economic background, creed, disability or sexual orientation will not be tolerated.
2. Staff and volunteers must safeguard and hold confidential any personal information regarding students, student families, volunteers or staff members.
3. Staff and volunteers must not report to work or represent "I Have a Dream"<sup>®</sup> in an official capacity under the influence of alcohol or illegal drugs, nor may they abuse, sell, possess (unless a prescription in own name) or deliver any controlled substances.
4. Smoking or use of tobacco products by staff or volunteers in the presence of youth is prohibited.
5. Staff and volunteers shall not abuse the children or each other in any way including (but not limited to):

Physical Abuse	strike, spank, shake, slap, push
Verbal Abuse	humiliate, degrade, threaten, ridicule
Sexual Abuse	inappropriate language, touching or exposure
6. Staff and volunteers must use positive techniques of guidance, including positive reinforcement and encouragement rather than competition, comparison or criticism.
7. Staff and volunteers shall abstain from using humiliating, demeaning or frightening discipline techniques.
8. Staff and volunteers shall not use profanity in the presence of children or parents.
9. Staff and volunteers will refrain from inappropriate displays of affection toward others in the presence of children, parents and staff.
10. Staff and volunteers are prohibited from engaging in sexual activity with youth members.
11. Staff and volunteers must be free of physical and psychological conditions that might adversely affect children's health, including significant fevers or contagious conditions.
12. Staff and volunteers will be a positive role model for youth by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact and maturity.
13. Staff and volunteers will not invite youth to their homes or invite them to outings without the full knowledge and annual written approval of the youth's parents.
14. Staff and volunteers will not visit with youth in the youth's home without another person present at all times.
15. Theft of property or funds and/or the misapplication of "I Have a Dream"<sup>®</sup> funds are a breach of the Code of Ethics.

16. Falsifying application or employment/placement interview information is a breach of the Code of Ethics.

17. I understand that as a staff member or volunteer of "I Have a Dream"<sup>®</sup> Charitable Trust New Zealand, I will be subject to criminal background checks.

Compliance with this Code of Ethics is a condition of continued employment or volunteer placement with "I Have a dream"<sup>®</sup> Charitable Trust of New Zealand. I have read the Code of Ethics and fully agree and will comply with the conditions. I understand that violation of these standards will be regarded as engaging in unethical behaviour, which is grounds for immediate termination. I further understand that I will be relieved of my duties if found guilty of any violations.

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Signature

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Date

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Print Name



## Volunteer Application Pack Checklist

### Have You . . .

- Filled out and signed the application form in full (including at least two referees)
- Included a photocopy of your drivers licence
- Signed the Police Background Check Consent Form
- Signed the Code of Ethics

Please return your original completed volunteer application forms to:

**Mail:**            *Attn: The Project Coordinator*  
*“I Have a Dream”<sup>®</sup> Charitable Trust – NZ*  
*P.O Box 27-501*  
*Auckland, New Zealand*

If you have any questions, please feel free to contact us in the office on 09 620-5411, or by emailing [info@ihaveadream.org.nz](mailto:info@ihaveadream.org.nz)

P.O Box 27 501  
Mt Roskill, Auckland  
Phone: +64 9 620 5411  
Facsimile: +64 9 620 5466  
Email: [info@ihaveadream.org.nz](mailto:info@ihaveadream.org.nz)