

**GENERAL INFORMATION (OPTIONAL)**

Why would you like to volunteer with us?

Educational qualifications

Current studies

Work Eeperience

Volunteer experience

Other skills or qualities suited to volunteering

**GENERAL INFORMATION (OPTIONAL)**

How did you hear about the Volunteer Program?

Relationship with UWA (please tick)

- Student       Staff       Other
- Current       Current
- Former       Former

Current employment status (please tick)

- Full time       Part time       Casual
- Unemployed       Retired

• Please feel free to attach your CV or any work or volunteering references with your application.

**SIGNATURE**

Signature of Volunteer

Date

**PLEASE RETURN TO**

Volunteer Coordinator  
 University Archives  
 The University of Western Australia  
 M022, 35 Stirling Highway,  
 Crawley WA 6009  
 Tel: +61 8 6488 7234  
 Fax: + 61 8 6488 1198  
 Email: archives@uwa.edu.au



**Meeting times**

Volunteers will meet weekly for a minimum of three hours on a Wednesday from February to November.

Depending on the availability of volunteers and resources, other days could be arranged.

As a volunteer it is your choice to nominate what length of time you would like to give to the program.

**Location**

Irwin Street Building – University Archives office (G.10), Old Senate Room (G.11), University Archives repository.



# University Archives

VOLUNTEER PROGRAM

**University Archives**

The University of Western Australia  
 Irwin Street Building  
 M022, 35 Stirling Highway  
 Crawley WA 6009  
 Tel: +61 8 6488 7234  
 Tel: +61 8 6488 3885  
 Fax: +61 8 6488 1198  
 Email: archives@uwa.edu.au  
[igs.uwa.edu.au/archives](http://igs.uwa.edu.au/archives)



## Interested in preserving the University's unique documentary heritage?

The University Archives invites you to help our team.

The University Archives preserve and provide access to the permanent records of The University of Western Australia. These are authentic records that document and illustrate the life and times of the University, its students, staff, activities and governance. The collection reflects the working life, achievements and celebrations of the University from 1913 to the present.

We are looking for volunteers who are interested in contributing to the value of the collection by helping University Archives staff with processing and describing documents, photographs, newspaper clippings and other records to make them more accessible to staff and the community.

We hope that in providing your time and effort you will benefit from the opportunity to develop basic archival skills and will become a part of a like-minded group.

### Skills

If you:

- possess an interest in archival work;
  - are willing to learn processing techniques that comply with archival standards; and,
  - are committed to maintaining confidentiality of any sensitive material you may encounter,
- then volunteering may be right for you.

The ability to use Microsoft Word, Excel and Access, as well as photographic scanning equipment is also desirable.

The University of Western Australia subscribes to the Principles of Volunteering as outlined by Volunteering Australia, namely that volunteering:

- Is of benefit to the community and the volunteer.
- Is a legitimate way for citizens to participate in the activities of their community.
- Is a way for individuals or groups to address human, environmental and social needs.
- Is an activity which takes place in not-for-profit organisations and projects.
- Is not undertaken in order to receive pensions or benefits.
- Is not a substitute for paid work.
- Does not threaten the livelihood of paid workers.
- Is always a matter of choice.

Volunteers can expect to:

- Receive adequate information about what is expected and have an understanding of why they are undertaking a task.
- Be assigned a suitable project, task or job and to say no to tasks they are unable to do, or would rather not do and to ask for a new job.
- Be provided with a place to work and suitable tools and materials.
- Have on-the-job supervision provided by a designated staff member.
- Receive respect and support from their co-workers as well as recognition and feedback from the Volunteer Coordinator for their work.
- Request a reference from the Volunteer Coordinator when applying for a job, providing the volunteer has worked for a minimum period of three months.
- Have their personal details kept in a confidential manner.

- Provide feedback, suggestions and recommendations regarding their job or the wider program.
- Work in a safe and healthy environment.

### Responsibilities of Volunteers

- Be reliable and commit, where possible, to regular day/s and time of work so tasks can be planned accordingly.
- Keep The University of Western Australia informed of changes of address and phone number.
- Ask for support when needed.
- Appreciate and respect the confidential nature of information that may be acquired during course of duties.
- Discuss any grievances or problems with the Volunteer Coordinator.
- Notify the Volunteer Coordinator if they are no longer able to work with the University Archives Volunteer Program.
- Agree to work in a safe and healthy way and not jeopardise the health and safety of others.
- Inform the Volunteer Coordinator of any pre-existing medical conditions or specials needs that the University should be aware of that might affect the volunteer's ability to undertake certain tasks.
- Report any injury immediately to the Volunteer Coordinator.



## University Archives Volunteer Program application form

### PERSONAL DETAILS

Title (Ms/Miss/Mrs/Mr/Dr/Professor) \_\_\_\_\_

Last name \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Suburb \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Home telephone \_\_\_\_\_

Work telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Email address \_\_\_\_\_

Date of birth (optional) \_\_\_\_\_

### AVAILABILITY

What days and times of the week are you available?

Monday Time \_\_\_\_\_

Tuesday Time \_\_\_\_\_

Wednesday Time \_\_\_\_\_

Thursday Time \_\_\_\_\_

Friday Time \_\_\_\_\_

Frequency (please tick)

Weekly  Fortnightly  Monthly

### HEALTH INFORMATION

Do you have any health conditions that we should take into account when assigning tasks, or that you would like the office to know about in case of an emergency?

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### IN CASE OF EMERGENCY

Contact \_\_\_\_\_

Relationship with emergency contact \_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

### EMAIL MAILING LIST

I am happy to be sent relevant emails (please tick)

No  Yes