



Dear Applicant,

Thank you for your interest in volunteering with the ultra106.5fm team. We are always on the look-out for great people who share our values and have a heart for the mission of ultra106.5fm.

Ultra106.5fm is a Christian Community Radio Broadcaster with the vision to **make Christ known throughout the community.**

Our responsibility and commitment to our listeners is to **broadcast engaging radio content that adds value to people's lives, and is suitable for the whole family.**

We aim to treat all of our volunteers equally, with respect and trust, and to provide a workplace that is safe, enjoyable and fulfilling. We will endeavour to provide a working environment that is flexible in order to allow our volunteers to gain the benefits they wish from volunteering.

Conversely, we expect our volunteers to act professionally and in good faith towards our station at all times. We expect that they hold the interests of our station and its community in equal regard to their own to ensure positive outcomes for themselves, our station and the community we serve.

Please complete this application form and return it to:

Peter Krause  
ultra106.5fm

hand deliver: Level 1, 29 Elizabeth Street Hobart (above Dome Cafe in the Mall)

post: GPO Box 230, Hobart, 7001

email: peterk@ultra106five.com

Interviews will be conducted upon receipt of relevant and appropriate applications at a time that suits the station. If you have any questions regarding your application, please feel free to give me a call on 6234 5900.

Yours sincerely,

**Peter Krause**

**CEO**



<b>OFFICE USE ONLY:</b>
Date Application received: _____
Date of Interview: _____
Volunteer Start Date: _____
Date of Induction: _____

## Ultra106.5fm Volunteer Application

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

Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Mob: \_\_\_\_\_

Email: \_\_\_\_\_ D.O.B \_\_\_\_\_

**Emergency Contact (Next of Kin)**

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

Address: \_\_\_\_\_

Phone: H \_\_\_\_\_ W \_\_\_\_\_ M \_\_\_\_\_

What church do you attend? \_\_\_\_\_

How long have you attended there? \_\_\_\_\_

What is the name of your minister? \_\_\_\_\_

Can we speak to your minister as a reference? NO/YES (if yes) Contact: \_\_\_\_\_

**Current drivers license? YES / NO / Learners Licence # \_\_\_\_\_**

**Please check day &/or evenings according to your usual availability**

Day	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Daytime							
evening							

Comments/Preferences: \_\_\_\_\_

**What duties are you interested in volunteering with? (please tick):**

€ Promotions & Events - out on the street promoting the station

€ Administration Support - office duties

€ On-air / Show Producing

€ Customer service / Fundraising Department / Marketing

€ Audio Production

€ Technical / IT

€ Other \_\_\_\_\_

**Tell us about yourself!**

NB: for any of the following questions please either complete on a separate sheet if required or attach supporting documents such as résumés or qualification certificates.

**Please tell us about the talents & abilities you would bring to volunteering at ultra106.5fm**  
(complete on separate sheet if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Computer Knowledge:** \_\_\_\_\_

**Community Organisation Experience:** \_\_\_\_\_

\_\_\_\_\_

**What do you personally hope to achieve by volunteering at ultra106.5fm?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you have any pre-existing illness or condition that will limit your ability, such as driving, lifting etc?**

\_\_\_\_\_

## Referees

Please give name and contact details of two (2) referees – one personal and one professional whom the Volunteer Coordinator may contact:

Referee 1	
Name:	
Company/School/Church:	
Relationship:	
Address:	
Telephone (work):	
Telephone (mob):	
Email:	

Referee 2	
Name:	
Company/School/Church:	
Relationship:	
Address:	
Telephone (work):	
Telephone (mob):	
Email:	

# **Please read the following rights and responsibilities of volunteers**

## **All ultra106.5fm volunteers have the right to:**

- Be treated as a co-worker;
- Receive information regarding the organisation, including all relevant policies and procedures and updates on any new developments;
- Receive a clearly defined job description;
- Be provided with an appropriate induction and opportunities for further training and development, as necessary;
- Know to whom they are accountable and to have clearly defined channels of communication open to them;
- Be supported and supervised in their role;
- Be respected and recognised as a valued team member;
- Work in a healthy, safe and smoke-free environment;
- Be covered by appropriate insurance such as public liability;
- Be reimbursed for approved out-of-pocket expenses;
- Be informed and consulted on matters which directly or indirectly affect their roles;
- To be satisfied with their position and to ask for a new role when they are ready to move on;
- Know the tasks they are expecting to perform, and say no to unacceptable tasks;
- Know the reason why they may be seen as unsuitable for a particular task.

## **Ultra106.5fm volunteers have the responsibility to:**

- Have an understanding and a commitment to the mission of ultra106.5fm
- Abide by ultra106.5fm's alcohol and drug-free policy;
- Carry out the specified job description responsibly, ethically and to the best of their ability;
- Respect confidentiality;
- Be reliable and accountable;
- Advise of any personal limitation, especially health-related problems;
- Request support when it is needed and undertake training, as requested;
- Work as part of a team and to understand the boundaries of each role;
- Value and support other team members;
- Treat technical equipment with due care;
- Only use station resources and equipment in carrying out work for ultra106.5fm and not for personal or private purposes;
- Ensure that the station has your current contact details;
- Notify the Volunteer Coordinator if for any reason you are unable for report for work;
- Provide feedback, suggestions and recommendation regarding the program to their supervisor and/or the Volunteer Coordinator
- Give adequate notice before concluding involvement with the organisation

## **Volunteer's Statement**

Please read carefully before signing.

*(Please respect the fact that volunteering is at the discretion of Ultra106.5fm and management reserve the right to decline the applicant.)*

1. I understand and agree to the Mission Statement, Vision, Values and Objectives of Ultra106.5fm and will do nothing to devalue them while I am working as a volunteer.
2. I will hold as confidential any information I receive in the course of working with Ultra106.5fm including information on listeners, clients, and staff with whom I work.

I have read and understand these rights and responsibilities and agree to abide by them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_