

Guide for Volunteer applicants



Thank you for your interest in applying to become a volunteer with the Cancer Council NSW.

The application process can vary depending on the skill requirement, whether the role has been advertised or whether on-going commitment is required.

Below lists the procedure that will get you on your way to becoming one of our valued volunteers!

1. How to apply for a volunteer role that has been advertised.
2. How to express interest in becoming a volunteer for a role that has not been advertised.
3. What to do if there are no suitable volunteer positions available.
4. The interview process
5. Notification of being successfully appointed to a volunteer role
6. Required documentation

1. How to apply for a volunteer role that has been advertised.

Some volunteer roles require you only to fill in an application form and forward your resume accompanying the form whilst highly skilled roles may ask you to address the selection criteria (which is found in the volunteer job description). To do this you will need to demonstrate how you meet each of the criteria in a cover letter and forward this onto the relevant contact person with your resume accompanying the letter.

Either way the advertisement should clearly outline the application requirements for the role.

2. How to express interest in becoming a volunteer for a role that has not been advertised.

Volunteer vacancies are not always advertised. Contact the Volunteer Program Officer or The Office Coordinator ([link to contacts page here](#)) at your regional office to find out whether there are any suitable volunteer vacancies.

If there are no suitable positions available, the staff member may liaise with different units throughout the Cancer Council to seek an appropriate volunteer role for you. Please see ([link to opportunities page](#)) for a listing of the different types of volunteer opportunities that may become available.

3. What to do if there are no suitable volunteer positions available.

You are more than welcome to fill in an application form and submit it to the relevant contact. We will hold onto your application for 6 months in case any suitable roles arise but after that date your application will be destroyed.

4. The interview process

All potential on-going volunteers will be interviewed and referee checks will be conducted. If there are a number of applicants for the one role, the relevant unit manager will shortlist the applications and the interviews will then be conducted accordingly.

5. Notification of being successfully appointed to a volunteer role

Allow at least 2 weeks after your interview or after you have submitted your application to become a volunteer before expecting to hear from us.

If you are successful the relevant unit manager will contact you by telephone to advise you of the start date and any other details for your first day. If you have been unsuccessful or if there are no upcoming suitable roles we will either contact you by phone or send you a letter depending on the number of applicants or the type of volunteer role you are interested in.

6. Required documentation

Regardless of what volunteer role you are appointed to, all volunteers must complete an application form. If you have been placed in an on-going role, you will also need to fill in a confidentiality agreement, emergency contact form & medical information form which will be sent out by post prior to commencing in the role.

If the role you are applying for, or are interested in requires you to work with children or to have direct contact with cancer patients or their families, you may be asked to complete a prohibited person Declaration form and undergo a criminal check.

It is important these forms are filled in and returned to either the Volunteer Program Officer or the Office Coordinator at your regional office prior to your volunteer role commencing.