

# Emergency Services Volunteer Membership Application

## FACT SHEET FOR APPLICANTS

### What happens when you apply to volunteer?



#### 1

During the recruitment process you will be asked to complete an Emergency Services Volunteer Membership Application and a Criminal History Check.

To determine your suitability for the role you will need to provide personal information, emergency contact details, medical information, and any criminal history.

The brigade, group or unit leader will forward your application for registration to the Department of Fire and Emergency Services (DFES).

1. **Complete application:**  
Include identification as required for Criminal History Check.
2. Leader to approve and forward to regional office.

#### 2

Once your application has been received by the DFES regional office the information is entered into their database.

You or your brigade, group or unit leader will be contacted to clarify missing, illegible or questionable information.

Once a review of your information is completed the regional office will apply for the Criminal History Check and review your response to the medical questions.

You may be contacted by the regional office to discuss your application.

1. Information review
2. Review medical and Criminal History Check: **confirm suitability for the role.**

#### 3

Based on review of the information provided your application will either be approved or rejected.

**Approved:** you will receive confirmation from the regional office of your approved application, your volunteer identification number, and granted access to the Volunteer Hub.

You can then log onto the Volunteer Hub to find all the information you need to undertake your new volunteering role.

**Rejected:** following a discussion with you and the BGU leader, you will receive confirmation from the regional office of the application outcome.





## Frequently asked questions



### **When will I find out if my application has been approved or rejected?**

Normally you will find out within a few weeks if your application is approved or rejected.

For information, follow-up with the brigade, group or unit leader, who will contact the DFES regional office.



### **Where does my information go and who has access to it?**

Normally your application information will be emailed to the DFES regional office. Your information will be entered into DFES secure database and your Criminal History Check application will be entered into the Fit2Work application database.

Information obtained for your Criminal History Check application is destroyed.



### **What if I have a medical condition which could make it hard to complete volunteering tasks?**

Each medical condition or need is assessed by the regional office on a case-by-case basis. You may be asked to complete further medical assessments with your GP. Your GP may work with you to develop a medical action plan to support you in the volunteering role.

Medical conditions do not disqualify you from volunteering, however there may be reasons why some conditions/needs prevent you from undertaking the role for which you have applied. If you have any concerns about your abilities and the role, please speak with your brigade, group or unit leader.



### **What if I have a criminal history, am I disqualified from volunteering?**

No. If you have a criminal history, you are still encouraged to apply. Your brigade, group or unit leader and the regional office may request you disclose information about your prior offences, and they will work with you to determine if they are a barrier to volunteering.