



Post: PO Box 5123, East Lismore NSW 2480  
 Email: [volunteering@2ncr.org.au](mailto:volunteering@2ncr.org.au)  
 Web: [www.2ncr.org.au](http://www.2ncr.org.au)  
 Phone: 02 6622 7939  
 Fax: 02 6622 1266

**NORTH COAST RADIO INC.**  
 ABN: 75 224 975 728

## NEW VOLUNTEER INFORMATION FORM

### Your contact details

Name:	
Member number (if applicable):	
Do you have a nickname/onair name you like to use?	
Address:	
Home phone:	
Work phone:	
Mobile phone:	
Best/worst time to call you if we need to?	
Email address:	
Emergency contact name:	
Emergency contact number(s):	
Any special info we should know about, eg a medical condition?	

**Now - that is the formal stuff out of the way. Now we are going to ask you a bunch of questions that will help us understand who *you* are and what skills you have that 2NCR FM might be able to utilise for the benefit of both of us. If you have any questions about any of these questions, email them to [volunteering@2ncr.org.au](mailto:volunteering@2ncr.org.au)**

Do you speak any languages other than English? If so, which ones, and to what level?

What are your hobbies (eg coin collecting, camping, home renovation etc)?

What are your serious interests (eg sports, politics, reading)?

What music genres are you interested in?

Do you have any trade or professional experience or qualifications?

Have you volunteered for 2NCR FM in the past? If so, in what capacity?

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Do you work? If so, what type of business do you work in, and in what capacity?

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Do you have any other media (radio/TV/press) experience outside 2NCR FM?

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What computer programs do you have experience using (eg word processing, spreadsheet, email, design software, audio editing etc)? Please be specific eg Indesign, Audacity, Excel etc.

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What else can you tell us about yourself that you think we might be interested in?


What areas of volunteering are you interested in? Examples include sponsorship, fundraising, promotions, music reviewing, administration, production, IT and interviewing. If you are interested in something that isn't listed, write that down too.


Recognising that it takes a lot of time and effort to run a community radio station, it is expected that all on-air presenters should devote at least as much time to volunteering as they do on air. The volunteering sub-committee recognises that everybody has busy lives to lead, so flexibility will be offered in how those volunteering hours are can be performed – anything from per week to averaged over a program period. Talk to the volunteering coordinator if you have any questions about this. Write any details on when you can or can't volunteer in this box.


### Agreement

- I agree to abide by, and expect to be treated in accordance with, the 2NCR volunteering principles policy. I understand that a copy is available for viewing on the volunteer noticeboard at 2NCR, and that I will be able to view a copy of the policy, and print it if I decide to, on the 2NCR FM Google Apps website.
- I understand that I will be allocated with a 2NCR FM email address and Google Apps login for use as a 2NCR FM volunteer and I agree to use them appropriately.
- I undertake to treat the 2NCR FM premises and any equipment that I may be entrusted with, with the utmost care and attention.

Printed name:		Signature:
Date:		