

# Volunteer Recruitment Information

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**Please refer to the following information on how to apply for a volunteer placement with Motivation Australia (MA).**



## How to apply

All MA volunteers are required to be members of MA and we highly recommend that you do this prior to applying for a placement or registering your interest. MA members will receive regular updates via email, early access to volunteer placements and it is a great way to gain more insight into our project work. We also encourage you to like and follow our Facebook page for information about volunteer vacancies and live updates from our projects and partners.

All volunteer placements will be advertised on the MA website, MA's Facebook page and other sources as applicable. Volunteer placements advertised on the MA website will include a placement description and an application form.

If you wish to apply for a volunteer placement, you must submit an application form along with your CV and details of two referees via the MA website. Once your application is successfully received by MA, you will receive an acknowledgment email.

The application form may contain a number of selection criteria relevant to the advertised placement. Please provide succinct answers to these selection criteria, including examples that demonstrate your experience.

If there are no advertised placements, you may still express your interest to volunteer using the volunteer expression of interest form. We will contact you when a suitable placement arises.

## Information for International Candidates

All MA volunteer placements based overseas are open to international candidates.

On occasion, MA volunteer placements within Australia are also open to international candidates. However, the Australian Department of Home Affairs' visa regulations do not always permit us to sponsor candidates to enter Australia to take up these positions. Please contact us for more information if this applies to you.

## Shortlisting and Interview

For all advertised placements, once shortlisting of applications has taken place, all applicants will be notified of the outcome of their application.

Motivation Australia is an equal opportunity employer, and will provide equality in employment for all people employed, or seeking employment or volunteer opportunities with us.

For those invited for an initial interview, this will take place in person if you live in South Australia and are able to attend the MA office in Aldinga, South Australia. All other initial interviews will take place via Skype, Zoom or similar video communication service.

MA will not contact your referees until after completion of the initial interview and only with your permission to do so. When we do contact your referees, it will be via telephone and we will ask specific questions regarding your suitability for the volunteer placement you have applied for.

## Accepting an offer with MA

Once we have spoken to your referees and are able to proceed, we will verbally offer you a volunteer placement with MA.

If you choose to accept the offer, we will email you the details to commence the online induction process on the MA website.

We will not be able to formalise the offer until you have completed the induction process, which will include providing forms of ID and relevant Police Checks. Please see Volunteer Induction Information for more details.

## Contact

For more information on volunteer recruitment please email [volunteer@motivation.org.au](mailto:volunteer@motivation.org.au)