



## **St. Mary's Primary School: Volunteer Application Form**

### **Volunteer Application Form**

Thank you for your interest in becoming a volunteer with St. Mary's Primary School. Our volunteers are integral to the school experience for our students and they provide an important link to the community. We welcome your inquiry about volunteering and hope you will find the experience rewarding.

### **APPLICATION PROCESS**

#### **1. Application form**

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. The school takes child safety very seriously and for this reason, potential volunteers are required to list their entire work history, including any volunteer work, involving children.

If you would like to submit your interest for a volunteer role within our school, please complete the application form and return it to us.

#### **2. Interview**

It is school practice for all potential volunteers to be interviewed prior to commencing any voluntary work. The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work. It is also an opportunity for the potential volunteer to ask questions about the position and the school in general.

Potential volunteers should bring proof of personal identity to the interview.

#### **3. Referee checks**

The school takes child safety very seriously and for that reason we make it a practice to conduct referee checks for potential volunteers to assess their suitability to work with children. The referee check is a discussion between the school and the nominated referee for the purpose of addressing the person's suitability for volunteer work and for engaging in child-connected work.

#### **4. Pre-engagement Checks**

All volunteers at St. Mary's Primary School are required to apply for and pass a WWCC. If you do not already have a current WWCC, you will be required to obtain this prior to commencing volunteer work and present the WWCC card to the school as soon as practicable.

<http://www.workingwithchildren.vic.gov.au/>

#### **5. Induction**

Volunteers are provided with an induction to the workplace as a supportive way of introducing them to the school. The induction process is an opportunity to communicate the school ethos, policies and procedures to the new volunteer while introducing them to their role and work area.

<b>PERSONAL</b>	<b>TITLE</b>	<b>FIRST NAME(S)</b>	<b>LAST NAME</b>
	<b>ADDRESS</b>		<b>PHONE NUMBERS</b>
			Home
			Mobile
			Work

	<b>VOLUNTEER ROLE</b>
	<i>Please provide details of the volunteer position(s) that you are interested in.</i>

<b>AVAILABILITY TO VOLUNTEER</b>						
	<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
	<b>AM</b>					
	<b>PM</b>					

Please provide any relevant details of training and qualifications.

<b>NO</b>	<b>TRAINING/CERTIFICATION: E.G. RELEVANT QUALIFICATIONS, FIRST AID CERTIFICATE, COMPUTER SKILLS</b>

Please provide details of any previous child related employment.

PREVIOUS CHILD-RELATED EMPLOYMENT	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list all previous employers. If more space is required, attach a separate sheet.)</i>				

Please provide details of any previous volunteer work.

PREVIOUS EMPLOYMENT	VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
				FROM	TO
<i>(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet.)</i>					

Please provide two referees: (eg. school staff member, another parent of the school)

REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

DECLARATION	
<i>Please read each statement and any accompanying information on the Volunteer Application Form. Please tick each checkbox to acknowledge your acceptance of each point (below):</i>	
I am applying for volunteer work with St. Joseph's Primary School.	
I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.	
I declare that the information contained in this application is true and correct.	
I understand that I may be required to participate in an interview and selection process, and undertake referee and background checks.	

<b>I understand that I will be required to undertake induction and/or service/program training prior to commencing volunteer work at the school/college.</b>	
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<b>Signature:</b>		<b>Date:</b>
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<p><b>Privacy Statement</b></p> <p>The personal information you have provided will help us to assess you as a valued volunteer of our school/college and will be treated as confidential. Information provided by you in this form may be checked by the school/college with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the <i>Privacy Act 1988</i> (Cth).</p>
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