

VOLUNTEER APPLICATION FORM

THE DETAILS IN THIS FORM REMAIN VALID FOR 3 YEARS, UNLESS CIRCUMSTANCES CHANGE

RECRUITER please add Your Name, Service & Contact Number _____

Please identify the name of the Program or Service you are interested in volunteering with:

Retail / Recycling Shop: Disaster Recovery: Specific Service or Program: Other:

Please detail: _____

ABOUT YOU

Surname:		Title:
First Name:		
Previous Names:		
Residential Address:		Postcode:
Postal Address:		Postcode:
Telephone Contact:	Home: _____	Mobile: _____ Work: _____
Email:		
Name of Parish/Church affiliated with (if applicable)		
Date of Birth:		
Driver's Licence:	Yes <input type="checkbox"/> No <input type="checkbox"/> Class: _____	
Working with Children Check Number: or Working with Vulnerable People	Expiry Date: _____	
Language spoken - other than English:		
First Aid Qualification(s):	First Aid: Yes <input type="checkbox"/> No <input type="checkbox"/> Exp: _____ Mental Health First Aid: Yes <input type="checkbox"/> No <input type="checkbox"/>	

CONTACT in case of EMERGENCY– details MUST be provided

Name:	Relationship:
Best Contact Number: _____	

VOLUNTEERING INFORMATION – for Anglicare research & reporting purposes

Reason for Volunteering:	Work/Study related <input type="checkbox"/> Serving the Community <input type="checkbox"/> Personal Development <input type="checkbox"/> Centrelink or Other Agency Requirement <input type="checkbox"/> Other: _____
Are you currently volunteering for any other Group?	Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', details: _____
How did you find out about this role?	Word of Mouth <input type="checkbox"/> Anglicare Website <input type="checkbox"/> Twitter <input type="checkbox"/> Facebook <input type="checkbox"/> Other Website (please name) _____ Other _____

REFEREES – Immediate Family members will not be accepted as Referees.

Please supply the **name, addresses (postal and email) and phone numbers** of **2 referees** over the age of 18 years who are able to give a report of your good character and suitability for a position.

Referee (1): Employer or teacher (or person who has known you longer than 3 years, if no work or recent education history)	Name : Address: Email :	Contact Number:
Referee (2): Person who has known you longer than 3 years and knows you well	Name : Address : Email :	Contact Number:

Privacy Statement – please read and complete consent.

Any personal information you provide is protected under the *Privacy Act 1988* and is collected for the purpose of your volunteering activities with Anglicare and may be used to inform you about your program, training or volunteering opportunities. It can only be disclosed to someone else if you have been given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person’s life or health; or if you have consented to the disclosure.

However, if you choose not to provide the information requested, we may not be able to process your application or properly consider you for a position.

If you have questions or concerns about how your personal information is handled you can contact the Privacy Officer at Anglicare by emailing: privacy@anglicare.com.au

Consent

I consent to my personal information being used or disclosed in the manner describe above. Yes No

For Disaster Recovery volunteers, I consent to my details being disclosed to Anglicare Sydney. Yes No

Please tick box if you do not wish to receive;

Anglicare Newsletters Information on Anglicare events & fundraising

This application must be completed by all applicants applying for Volunteer positions in programs or services across Anglicare. Once [all pages](#) have been completed, please return this form to your recruiting officer or to Anglicare via:

MAIL: Anglicare Volunteers Manager, GPO Box 360, Canberra ACT 2601

EMAIL: volunteers@anglicare.com.au **FAX:** 02 6278 8499

WELL BEING & GOOD CHARACTER

Please tick either **“YES”** or **“NO”** for each question. Where a **YES** answer is given it will not automatically rule an applicant out of selection. However, in these situations the Application will be forwarded to the Safe Church Unit/Human Resources for assessment before an appointment can be made. Wherever a **YES** answer is given, **please provide relevant information regarding your response on a separate paper and indicate the current status, of the issue, if any.**

**Please Tick
Yes or No**

Fitness for Duty: Do you have any physical and/or mental condition(s) that may affect the tasks that you can perform and your ability to work safely?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Criminal Matters: Have you ever been charged with or convicted of a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Violence: Have you ever been subject to an apprehended violence order?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Traffic Matters: Have you ever had your driver’s licence suspended or cancelled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Misconduct or Reportable Conduct: Have you ever committed serious misconduct or had a complaint or allegation against you reported to a government agency such as the Police, Ombudsman’s Office or Department of Health and Ageing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Substances: Have you a history of alcohol abuse or a history of substance abuse including recreational or illegal drugs and misuse of prescription, over-the-counter medications?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Harassment: Have you done anything in the past or present that may result in allegations being made against you of bullying or any form of harassment of adults?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Suspension of Permission: Have you ever had permission to undertake paid or voluntary work with children, young people or vulnerable adults refused, suspended or withdrawn in Australia or any other country?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sexual Misconduct: Have you ever engaged in any of the following conduct, even though never having been charged? <ul style="list-style-type: none"> • sexual contact with someone under your care other than your spouse (such as a parishioner, client, patient, student, employee or subordinate) • sexual contact with a person under the age of consent • illegal use, production, sale or distribution of pornographic materials • conduct likely to cause harm to a child, young person or vulnerable adult, or to put them at risk of harm. 	Yes <input type="checkbox"/> No <input type="checkbox"/>
Removal of Child: Has a child or dependent young person or vulnerable adult in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Child Abuse: Have you done anything in the past or present that may result in allegations being made against you of child abuse? Child abuse means; bullying; emotional abuse; harassment; neglect; physical abuse; or sexual abuse.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disclosure: Is there anything in your background that you have not disclosed in the application, which if it becomes public knowledge could adversely affect the assessment of your good name and character?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ethical Behaviour: Are you aware that Anglicare expects high standards of ethical behaviour from all staff and volunteers?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>Declaration:</p>	<p>I hereby apply for a Volunteer role with Anglicare believing that the information I have provided is true and complete, and understand that my engagement may be terminated should it be subsequently found that this information is false, misleading or intentionally omitted.</p> <ol style="list-style-type: none"> 1. I declare that I am not <ol style="list-style-type: none"> (a) a prohibited person (i); or (b) a person who, if they were a resident in NSW, would be a prohibited person; or (c) a person in respect of whom information has been entered on the National Register(ii); or (d) a person who has been convicted of an offence punishable by more than 10 years imprisonment; or (e) a person who has been convicted or found guilty of a sexual offence 2. I understand that checks may be made to verify the above and hereby give permission for any background checks that may be necessary. 3. If there are any changes in regard to the above I will notify the program/service manager or the Volunteers Manager. 4. I make this declaration conscientiously believing it to be true and in accordance with the provisions of the Statutory Declarations Act 1959. 5. I have received a copy of the Code of Conduct and the Volunteer Policy and I agree to adhere to the Organisation's Policies and procedures, work in a safe manner and maintain confidentiality within my role.
<p>Signature:</p>	
<p>Date:</p>	<p>/ /</p>

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- i. A prohibited person is someone who is a registrable person as defined in the *Child Protection (Offenders Registration) Act 2000 (NSW)* or has been convicted of one of the following offences:
 - murder of a child;
 - serious sex offence, including carnal knowledge;
 - child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child);
 - indecency offences punishable by imprisonment of 12 months or more;
 - kidnapping (unless the offender is or has been the child's parent or carer);
 - offences connected with child prostitution;
 - possession, distribution or publication of child pornography; or
 - attempt, conspiracy or incitement to commit the above offences.
 - ii. The National Register is a register established by a canon of the National Anglican Church containing details of complaints of sexual misconduct or child abuse made against clergy and lay people which have been made to, or dealt with by, a church body.