

## Volunteer Application form

Thank you for considering becoming a volunteer for the Department for Education and Child Development (DECD). Please complete and return this form to the centre, preschool or school site you would like to volunteer in.

Prior to commencement as a volunteer, all suitable applicants will be provided with support to get a current DECD approved relevant history screening and be provided with an induction which includes participation in the *Responding to Abuse and Neglect – Education and Care (RAN-EC) Induction for Volunteers*. A site leader will discuss this further with you on receipt of your application.

Name of site or service: .....

First name:		Preferred name for name badge:	
Surname:			
Home address:		Date of birth:	
		Gender:	
Postal address: <i>Same as above</i> <input type="checkbox"/>		Home phone:	
		Mobile:	
Email address:			
Emergency contact name:		Emergency contact phone:	
Do you have any medical conditions that the site should be aware of in case of an emergency? e.g. diabetes, severe food allergy, asthma, epilepsy... <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes please give details below and discuss further at your interview.)</i>			
Do you require any special assistance because of a disability? <i>(If yes please give details below and discuss further at your interview.)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes			
Permission for my photo to be taken and used by sites for school newsletters etc; <input type="checkbox"/> No <input type="checkbox"/> Yes			

Current (or most recent) employment & or study details (if applicable) or community involvement:			
Name of organisation:			
Your role:		Phone number:	

Your country of birth:			
Are you Aboriginal or Torres Strait Islander?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Languages you speak other than English:			

Availability: What days and times are you available to volunteer?	
Experiences, interest and skills: <i>List any experiences/interests you can contribute to your role as a volunteer e.g. mentoring, gardening, administration, sport .....</i>	

<b>Referee 1</b>			Relationship to you (please tick)
Full Name			<input type="checkbox"/> friend <input type="checkbox"/> relative
Address:			<input type="checkbox"/> volunteer manager <input type="checkbox"/> employer
Phone:		Mobile:	<input type="checkbox"/> other:

<b>Referee 2</b>			Relationship to you (please tick)
Full Name			<input type="checkbox"/> friend <input type="checkbox"/> relative
Address:			<input type="checkbox"/> volunteer manager <input type="checkbox"/> employer
Phone:		Mobile:	<input type="checkbox"/> other:

### Volunteer Declaration

1. Have you ever been investigated, arrested, reported for or pleaded or found guilty of any criminal offence including any traffic offences (not including parking infringements?)

No  Yes

2. Have you ever been the subject of allegations or an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as a volunteer or an employee?

No  Yes

3. Have you ever been the subject of allegations of conduct of a sexual nature towards or in relation to a child or children (person under 18 years of age) or an adult (person over 18 years of age?)

No  Yes

If you answered **yes** to any of the above three questions, you will be required to provide further information as requested by the site leader.

Name: .....

Signed: .....

Date:

Please forward this completed form (all three pages) to the centre, preschool or school you wish to volunteer in and arrange for an interview with a site leader or delegate.

**Next steps:**

- Have an interview
  - Complete a Relevant History Screening
  - Reference Checks done by site
  - Attend a *Responding to Abuse and Neglect-Education and Care Induction for Volunteers*
  - Be provided with a Role Description
  - Have an induction at the site
  - Sign a volunteer agreement signed with the site leader
- Commence volunteer role

For further information about Volunteering at Salisbury Downs Primary School please contact us on 82587560 or <mailto:dl.1194.info@schools.sa.edu.au>