



Volunteer application form – confidential

Thank you for considering becoming a volunteer for the Department for Education and Child Development (DECD). Please complete and return this form to the School of Languages.

Are you a parent/guardian of a child at the School of Languages? No Yes

Given and Family Name of your child: _____

- If you are a parent or guardian of the child, in whose class you will be volunteering, you do **not** require a DCSI child related employment screening.
- If you are a **family** member of the student (ie aunt, uncle, grandparent) then you require a DCSI child related employment screening. (available at: <http://www.dcsi.sa.gov.au/services/screening/submitted-your-application-and-payment>)
- All volunteers must complete **Responding to Abuse and Neglect** training. (The <https://www.plink.sa.edu.au/pages/signup.jsf> takes about 90 minutes and includes an assessment.)

I would like to work as a volunteer in the _____ (language) class
 at _____ (teaching centre)
 with _____ (teacher).

Your personal details

Given name:			
Family name:			
Home address:		Date of birth:	
		Female / male / gender of choice:	
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 we should be aware of in case of an emergency? For example: diabetes, severe food allergy, asthma, epilepsy <i>(If yes please give details below and discuss at your interview.)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes
Do you need any special assistance because of a disability? <i>(If yes please give details below and discuss at your interview.)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes
Permission for my photo to be taken and used by DECD or School of Languages	<input type="checkbox"/> No <input type="checkbox"/> Yes

How can you connect with our community?

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: List any experiences/interests you can contribute to your role as a volunteer. For example, mentoring, gardening, administration, sport and so on.	

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

Your referees

We might contact these people for more information about you. We might not need to – it depends on the type of volunteering you'll be doing. We need the contact details for 2 different people.

Referee 1

Name:	Email, phone or mobile:			
How do you know this person?	<input type="checkbox"/> friend	<input type="checkbox"/> relative	<input type="checkbox"/> employer	<input type="checkbox"/> volunteer coordinator
<input type="checkbox"/> other (please specify):				

Referee 2

Name:	Email, phone or mobile:			
How do you know this person?	<input type="checkbox"/> friend	<input type="checkbox"/> relative	<input type="checkbox"/> employer	<input type="checkbox"/> volunteer coordinator
<input type="checkbox"/> other (please specify):				

Volunteer declaration

To make sure we meet our commitment to child safety, we need this information and declaration from you. The information you provide will be treated with confidentiality. If you answer yes to any of these questions, you will be required to provide further information as requested by the Assistant Principal.

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)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever been dismissed or resigned from any employment or a volunteer role in response to or following allegations of improper conduct relating to children?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever been the subject of allegations of inappropriate conduct of a sexual nature towards or in relation to anyone?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever been refused a child related employment screening or working with children check in South Australia or in another Australian jurisdiction?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Name:

Signed:

Date:

Please forward this completed form (all three pages) to the School of Languages and arrange for an interview with the Assistant Principal: Student and Staff Services.

Next steps:

- Have an interview
- Complete a Relevant History Screening when required
- Reference Checks done by School of Languages
- 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 Assistant Principal

Commence volunteer role once approved by the Assistant Principal

**For further information about Volunteering contact
the School of Languages.**

OFFICE USE ONLY

Assistant Principal:

Proof of ID sighted

File created and stored securely and confidentially