# Volunteer application form – confidential

Thank you for considering becoming a volunteer for the Department for Education.

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 Working with Children Check (WWCC).
* If you are a family member (ie aunt, uncle, grandparent) or not related to a School of Languages’ student, then you require a WWCC. Please go to: <https://screening.sa.gov.au/>
* 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**

Are you a parent or guardian of a child at this location? Yes  No

|  |  |  |  |
| --- | --- | --- | --- |
| Given name: |  | Preferred name for name badge: |  |
| Family name: |  |
| Home address: |  | Date of birth: |  |
| Female / male / gender of choice: |  |
| Postal address:  *Same as above* |  | Home phone: |  |
| Mobile: |  |
| Email address: |  | | |
| Emergency contact name: |  | Emergency contact phone: |  |
| Do you have any psychological or medical conditions that might affect your ability to volunteer? Or anything we need to know in case of an emergency?  For example: diabetes, severe food allergy, asthma, epilepsy Yes  No  (If yes please give details below and discuss at your interview.) | | | |
| Do you need any special assistance because of a disability? Yes  No  (If yes please give details below and discuss at your interview.) | | | |

## **Your volunteering, employment or study details**

|  |  |
| --- | --- |
| Tell us about something you’ve done recently | |
| Name of organisation: |  |
| Organisation phone: |  |

## **How can you connect with our community?**

|  |  |
| --- | --- |
| Your country of birth: |  |
| Are you of Aboriginal and/or Torres Strait Islander origin? | Yes  No  Not stated |
| Languages you speak other than English: |  |
| Availability:  What days and times do you think you could volunteer? |  |
| Tell us about yourself:  List a few things that you can contribute to your role as a volunteer. For example, mentoring, gardening, storytelling, administration, sport and so on. |  |

## **Screening**

|  |  |
| --- | --- |
| Volunteering with us might mean that you need a relevant history screening.  You understand that if a screening is needed you will not be able to start volunteering until a clearance has been received. | Yes  No |

## **Your personal referees**

We will contact these people to find out a bit more about you. It’s okay if it’s someone at our site who already knows you. We just need at least one person’s details.

### Referee 1

|  |  |
| --- | --- |
| Name: | Email or phone: |
| How do you know this person?  friend  relative  employer  volunteer coordinator  other (please specify): | |

### Referee 2

|  |  |
| --- | --- |
| Name: | Email or phone: |
| How do you know this person?  friend  relative  employer  volunteer coordinator  other (please specify): | |

## **Volunteer declaration – confidential**

To make sure we meet our commitment to child safety, we need this information and declaration from you.

If you have any questions about this declaration, you can talk to a site leader about it.

|  |  |
| --- | --- |
| 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)? | Yes  No |
| 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? | Yes  No |
| Have you ever been the subject of allegations or an investigation or any other process relating to alleged misconduct by you as a volunteer or an employee? | Yes  No |
| Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone? | Yes  No |
| Have you ever been refused a child related employment screening or working with children check in South Australia or in another Australian jurisdiction? | Yes  No |
| Note: If you answered ‘yes’ to any of the above questions, you might be asked for more details, including any relevant documentation, before you can be placed as a volunteer. | |
| You understand that if the information in this application or declaration changes, it is your responsibility to advise the department site leader as soon as possible. | Yes  No |

I confirm and declare that to the best of my knowledge I have truthfully answered all questions.

I understand that if I provide any false or misleading information I cannot start or stay on as a volunteer.

**Your signature: Date:**  (day/month/year)

Please give this completed form and declaration to the centre, preschool or school you want to volunteer at. They might contact you and organise a time for an interview or a chat.

The information you provide will be treated sensitively and confidentiality according to the [State Records Act 1997](https://www.legislation.sa.gov.au/LZ/C/A/STATE%20RECORDS%20ACT%201997.aspx) and the [Information Privacy Principles Instruction](http://www.archives.sa.gov.au/content/privacy-law-sa).

### OFFICE USE ONLY: Site leader: Proof of ID sighted File created and stored securely and confidentially