



Cedar College

Volunteer Application Form



Volunteer Application Form
Jan 2023

PLEASE COMPLETE THE FORM, ATTACH COPIES OF ALL THE REQUIRED DOCUMENTATION AND SUBMIT TO THE PRIMARY SCHOOL OFFICE

Your Details

First Name: Surname:

Preferred Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other:

Mobile Number: Home Number (if applicable):

Email Address:

Home Address:

Emergency Contact Details

Emergency Contact Name: Mobile Number:

Requirements for Volunteers

All volunteers at Cedar College are required to provide proof of completion of the training, certificates and requirements listed below, **before** any volunteer work is able to commence.

The Primary School Office can assist with links to the required certificates, which are all free of cost.

(Please tick the boxes and **attach a copy of your certificates** or proof of completion)

- ☐ Current Working With Children Check (WWCC)
- ☐ Current Responding to Risks, Harm and Neglect – Education (RRHAN-EC) Certificate
- ☐ Protective Practices certificate

Volunteers wanting to be involved in sporting activities (Coaches & Managers) must complete these two extra questions:

- ☐ I have read the **Volunteer's Code of Conduct** and will abide by the requirements stated.
- ☐ I understand that if I do not have a current First Aid certificate, I am required to finish training by 4pm.

Requirements for Volunteers cont.

You must answer all questions below:

| | | |
|---|------------------------------|-----------------------------|
| Have you ever been investigated or found guilty of any criminal offence, including any traffic offences not resolved by expiation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been dismissed or resigned from any employment or a volunteer role in response to allegations of improper conduct relating to children? | <input type="checkbox"/> Yes | <input type="checkbox"/> 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been refused a child-related employment screening or <i>Working With Children Check</i> in South Australia or in another Australian jurisdiction? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you a prohibited person, as identified in the Child Safety (Prohibited Persons) Act 2016? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Note: If you answered 'yes' to any of the above questions, you may 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 School Office? | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.

Volunteer's signature: **Date:**

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Cedar College is bound by the Australian Privacy Principles to ensure proper management of personal information provided or collected by the school for educational purposes. The Privacy Policy is available on the website or from the Front Office. The information you provide will be treated sensitively and confidentially according to the *State Records Act 1997* and the *Information Privacy Principles Instruction*.

| | |
|---|--|
| OFFICE USE ONLY | Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <input type="checkbox"/> ALL required documents have been received and are attached; WWCC, RRHAN-EC, Protective Practices. | |
| <input type="checkbox"/> I have forwarded the Sport Volunteer's contact details to the Sport Coordinator and After-School Sports Coordinator. | |
| <input type="checkbox"/> I have stored these certificates securely according to the Australian Privacy Principles | |
| Name: | Signature: |