## Volunteer Application Form - Sample

## Personal Details

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Given Names |  | | | | | | | | |
|  |  | | | | | | |  |  |
| Surname |  | | | | | | | | |
|  |  | | | | | | |  |  |
| Preferred Name/s (if applicable) |  | | | | | | | | |
|  |  | | |  | |  | |  |  |
| Address: |  | | | | | | | | |
|  |  | | | | | | |  |  |
| Contact number(s) |  | | | | | | | | |
|  |  | | | | | | |  |  |
| Email |  | | | | | | | | |
|  | | | | | | | | | |
| WWCC (if required) |  | | | | DOB required  with WWCC | | / / | | |
| Do you have First Aid Training | Yes / No | | | | Current Until | | / / | | |
|  |  | | | | | | | | |
| What role/s would you like to volunteer for? |  | | | | | | | | |
|  |  | | | | | | | | |
| What relevant skills are you able to offer? |  | | | | | | | | |
|  |  |  |  | | | | | | |
| Do you have any health conditions that you would like us to know about? |  | | | | | | | | |

Please tick either **“YES” or “NO” for each of the following questions**. If you answer “yes” to any of the following questions, please discuss this with your minister, Chair of Church Council or Safe Church Contact Person. **A ‘yes’ answer will not automatically rule an applicant out of selection**. Please note that, if you disclose any potentially criminal actions, the church may need to report this information to the police or other relevant government authorities.

|  |  |
| --- | --- |
| 1. As an adult (18+ years) have you ever been charged with and/or convicted of a criminal offence? | ☐ Yes ☐ No |
| 1. As an adult have you ever engaged in any of the following conduct: |  |
| * use, possession, production or distribution of child abuse material? | ☐ Yes ☐ No |
| * sexual contact with a person under the relevant age of consent? | ☐ Yes ☐ No |
| 1. To your knowledge, have there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct? | ☐ Yes ☐ No |
| 1. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc? | ☐ Yes ☐ No |
| 1. Has your membership of another church ever been suspended or revoked? | ☐ Yes ☐ No |

For volunteers in pastoral ministry, leadership or engaged in child-related work or work with vulnerable adults

|  |  |
| --- | --- |
| 1. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country? | ☐ Yes ☐ No |
| 1. Has a child or dependent young person in your care ever been removed from your care by relevant authorities? | ☐ Yes ☐ No |
| 1. Have you ever been prevented from holding a leadership role in another church? | ☐ Yes ☐ No |

Please list the churches you have attended regularly in the last three years

|  |  |  |  |
| --- | --- | --- | --- |
| Name of church | Location | When (Month/Year) | Any positions held |
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|  |  |  |  |

Referees

Please provide details of two referees who are over eighteen years of age and able to give a verbal report on your character and suitability for ministry. Referees may be part of the church.

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Phone |  |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Phone |  |

Emergency Contact

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Relationship |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address |  | Phone Email |  |

Consent to Hold Information

I consent to the information contained in this application, including any subsequent pages, to be kept by the church. I understand that this information will be kept in a confidential file and used only for screening purposes.

Declaration

|  |  |  |
| --- | --- | --- |
| I |  | sincerely declare that: |

* The information I have provided in this application is true and correct to the best of my knowledge and belief.
* I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church leadership may determine that I am unsuitable to serve in any role in the church.
* I have received a copy of the *Code of Conduct* and am willing to uphold it.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Signature | Shape  Description automatically generated with low confidence | Date |  |
| Click or tap to enter a date. |

|  |  |
| --- | --- |
| If under 18, signature of Applicant’s parent/guardian | Shape  Description automatically generated with low confidence |

|  |  |  |  |
| --- | --- | --- | --- |
| **Church Use Only** | | | |
| Safe Church Awareness Training undertaken: (date of training) |  | | |
|  |  | | |
| WWCC/ No. supplied | Yes / NA | Expiry date |  |
| WWCC Verified by (name) |  | On (date) |  |
| Signed Code of Conduct received by (name) |  | On (date) |  |
| Entered onto Volunteer Register by (name) |  | On (date) |  |
| Interview led by (name) |  | On (date) |  |
| Referee Checks conducted by (name) |  | On (date) |  |
| Volunteer Endorsement\* by (name) |  | On (date) |  |
| Induction led by (name) |  | On (date) |  |
| \*Volunteers must be endorsed by a member of pastoral staff, governance group or safe church team  Full records of the above processes (including interview notes, referee check comments and induction content) should be kept in the relevant staff and volunteer admin file. | | | |

Volunteer roles in this church requiring Working With Children Check:

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| --- | --- | --- |
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Volunteer roles in this church requiring NSW Police check:

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