



# Volunteer Application Form

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Thank you for your interest in becoming a volunteer with Mount Lilydale Mercy College. Our volunteers are integral to the College experience for our students and they provide an important link to the community. We welcome your inquiry about volunteering and hope you will find the experience rewarding.

## APPLICATION PROCESS

### 1. Application form

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. The College takes child safety very seriously and for this reason, potential volunteers are required to list their entire work history and include any volunteer work involving children.

If you would like to submit your interest for a volunteer role within our College, please complete the application form and return it to us.

### 2. Interview

It is the College's practice for all potential volunteers to be interviewed prior to commencing any voluntary work. The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work, and assessing any possible risk to child safety. It is also an opportunity for the potential volunteer to ask questions about the position and the College in general.

Potential volunteers should bring proof of personal identity to the interview.

### 3. Referee checks

The College takes child safety very seriously and for that reason we make it a practice to conduct referee checks for all potential volunteers to assess their suitability to work with children. The referee check is a discussion between the College and the nominated referee for the purpose of addressing the person's suitability for volunteer work and for engaging in child-connected work.

### 4. Pre-engagement Checks

The *Working with Children Act 2005* (Vic.) requires that any person doing child-related work, must have a valid Working with Children Check (WWCC). All school volunteers are required to apply for and pass a WWCC. If you do not already have a current WWCC, you will be required to obtain this prior to commencing volunteer work and present the WWCC card to the College as soon as practicable.

It is a College requirement that a potential volunteer engaged in volunteer work obtain a National Police Record Check. Where this check is required, volunteers will be required to present evidence that they applied for the National Police Record Check prior to commencement and provide the resulting National Police Certificate to the College as soon as practicable.

### 5. Induction

Volunteers are provided with an induction to the workplace as a supportive way of introducing them to the College. The induction process is an opportunity to communicate the College's ethos, policies and procedures to the new volunteer while introducing them to their role and work area.

## Volunteer Application Form

<b>PERSONAL</b>	<b>TITLE</b>		<b>FIRST NAME(S)</b>		<b>LAST NAME</b>		
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER						
	<b>ADDRESS</b>					<b>PHONE NUMBERS</b>	
				<b>Suburb/Town</b>		<b>Home</b>	
				<b>State</b>		<b>Mobile</b>	
				<b>Postcode</b>		<b>Work</b>	
<b>Email Address</b>							
				<b>Working with Children Check No.</b>			

<b>PERSONAL</b>	<b>VOLUNTEER ROLE</b>	
	<i>Please provide details of the volunteer position(s) that you are interested in.</i>	

AVAILABILITY TO VOLUNTEER						
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>EDUCATION</b>	<b>TRAINING/CERTIFICATION: E.G. RELEVANT QUALIFICATIONS, FIRST AID CERTIFICATE, COMPUTER SKILLS</b>	

<b>PREVIOUS CHILD-RELATED EMPLOYMENT</b>	<b>EMPLOYER'S NAME AND ADDRESS</b>	<b>POSITIONS/DUTIES</b>	<b>DATES</b>	
			<b>FROM</b>	<b>TO</b>

*(Note: You must list all previous employers. If more space is required, attach a separate sheet.)*

VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet.)</i>				

REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

DECLARATION	
<i>Please read each statement and any accompanying information on the Volunteer Application Form. Please tick each checkbox to acknowledge your acceptance of each point (below):</i>	
I am applying for volunteer work with Mount Lilydale Mercy College.	<input type="checkbox"/>
I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.	<input type="checkbox"/>
I declare that the information contained in this application is true and correct.	<input type="checkbox"/>
I understand that I may be required to participate in an interview and selection process, and undertake referee and background checks.	<input type="checkbox"/>
I understand that I will be required to undertake induction and/or service/program training prior to commencing volunteer work at the College.	<input type="checkbox"/>
Signature: _____	Date: _____

**Privacy Statement**

The personal information you have provided will help us to assess you as a valued volunteer of our College and will be treated as confidential. Information provided by you in this form may be checked by the College with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the *Privacy Act 1988* (Cth).