



Volunteer Application Form

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. 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.

3. 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.

4. 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.

Volunteer Application Form

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

VOLUNTEER ROLE	VOLUNTEER ROLE
	<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"/>
	PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

PREVIOUS CHILD-RELATED EMPLOYMENT	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES FROM TO	
<i>(Note: You must list all previous employers. If more space is required, attach a separate sheet.)</i>				

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>				

EMERGENCY	NAME	RELATIONSHIP	CONTACT 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).



Responsibilities of Volunteer Form

Responsibilities of a Volunteer

Volunteers should be provided with:

- access to, or a copy of, the College's child-safe policy and code of conduct information on the College's policies and procedures
- induction and, where relevant, training
- copy of Responsibilities of Volunteer form
- information about communication lines within the College
- appropriate occupational health and safety protection
- suitable assignment
- appropriate work area and equipment for the assignment.

Volunteers have a responsibility to:

- make an informed decision to work as a volunteer with Mount Lilydale Mercy College
- undertake work induction and training as required
- comply with the College's child-safe policy and code of conduct
- work on tasks suitable to their skills and experience
- behave in an ethical manner
- keep College matters confidential, including those relating to students
- be committed to the College's aims and objectives
- inform the supervisor when unable to undertake or complete a task
- use appropriate information channels within the school/college when needing information, support, back-up, supervision or review
- be aware of the limits of their role within the College
- be aware of their duty of care to students
- comply with occupational health and safety policies and practices
- act as a member of the team
- maintain a Working With Children Check
- be aware of protocol when representing Mount Lilydale Mercy College.

I _____(insert name) confirm that I have read and understand the responsibilities of a volunteer Mount Lilydale Mercy College.

I acknowledge and accept that if I am offered the opportunity to engage as a volunteer of Mount Lilydale Mercy College, that no payment will be made to me by the College.

I understand and accept that the College can cease the volunteering arrangement at any time.

Signature: _____ Date: _____