



# St. Martin de Porres School

Avondale Heights

## VOLUNTEER APPLICATION FORMS

Dear Parent / Caregiver,

### RE : VOLUNTEER APPLICATION FORM

Thank you for your interest in becoming a volunteer with St. Martin de Porres School Avondale Heights. Our volunteers are integral to the school 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 school takes child safety very seriously and for this reason, potential volunteers are required to list their entire work history, including any volunteer work, involving children.

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

#### 2. Referee Checks

Reference checks may be undertaken for potential volunteers to assess their suitability to work with children. The referee check may be a discussion between the school and the nominated referee for the purpose of addressing the person's suitability for volunteer work and for engaging in child-connected work.

#### 3. Pre-engagement Checks

All 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 school as soon as practicable.

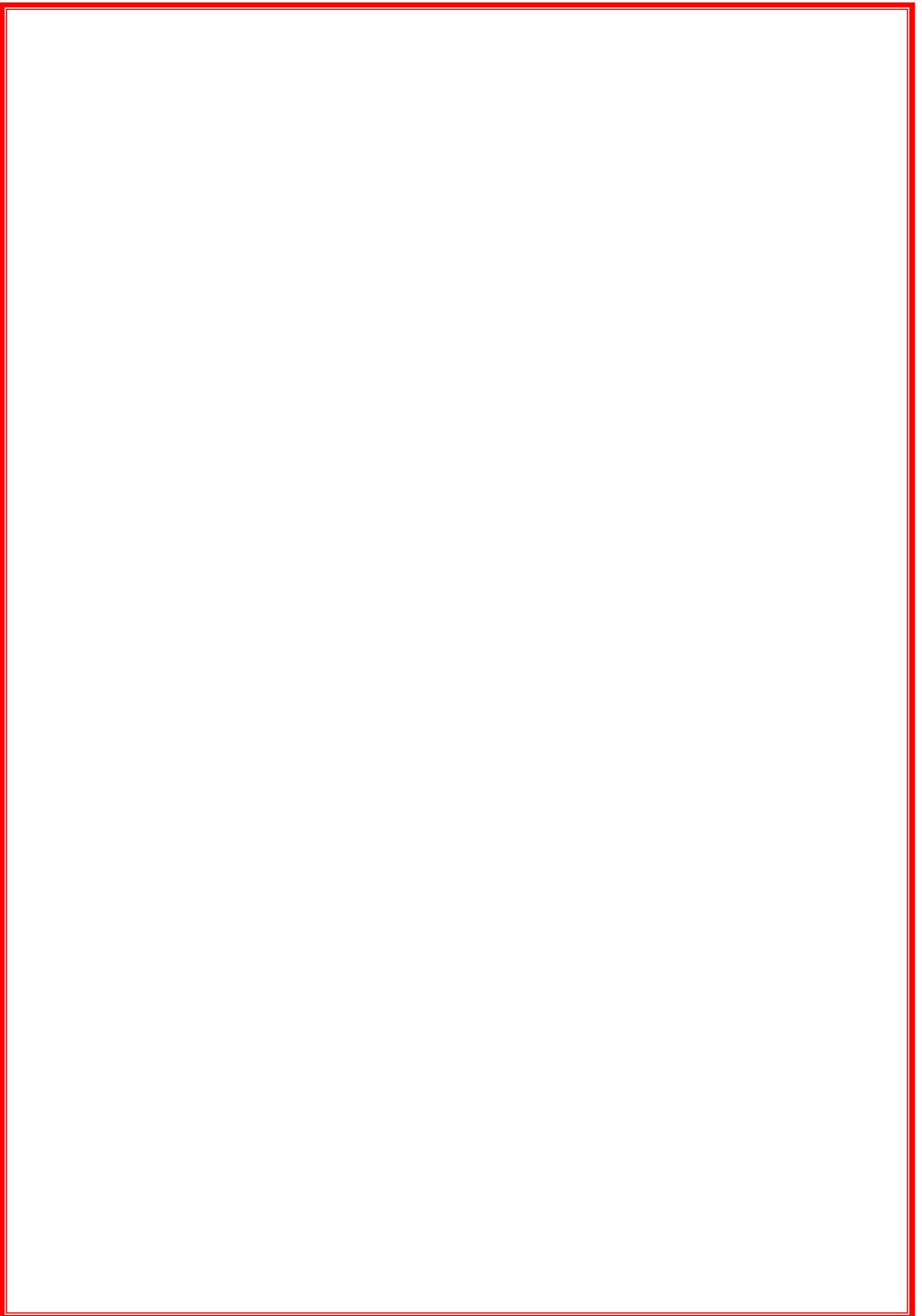
Volunteers who are qualified and registered as teachers, with VIT Registration Cards, do not require a WWCC, but are required to complete all other stages of the process.

#### 4. Training / Induction

Volunteers are provided with training / induction as a supportive way of introducing them to the school. The process is an opportunity to communicate the school's expectations and procedures for all personnel working with children - volunteer or employee.

Yours sincerely,

Mark Williams  
Principal



## 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"/> <input type="checkbox"/> Other .....		
	<b>ADDRESS</b>		<b>PHONE NUMBERS</b>
	..... .....		Home
	Suburb/Town : State :                      Postcode :		Mobile
			Work

<b>EDUCATION</b>	<b>RELEVANT TRAINING or CERTIFICATION : E.g. Qualifications, First Aid training, computing or other 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>
<i>(Note: You must list all previous employers. If more space is required, attach a separate sheet.)</i>				

<b>VOLUNTEER WORK</b>	<b>ORGANISATION'S NAME AND ADDRESS</b>	<b>POSITIONS / DUTIES</b>	<b>DATES</b>	
			<b>FROM</b>	<b>TO</b>
<i>(Note: You must list all previous places of volunteer work where such work involved children.)</i>				

REFEREE	NAME	POSITION	SCHOOL / COMPANY	PHONE NUMBER

*Please identify at least one referee and provide them with the 'Referee Report for Volunteers' (attached) to complete and return to you as soon as possible.*

### APPLICANT DECLARATION

*Please read each statement and tick each checkbox to acknowledge your acceptance of each point below :*

I am applying for volunteer work with St. Martin de Porres School.	<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 referee and background checks may be undertaken by the school.	<input type="checkbox"/>
I understand that I will be required to undertake a short training / induction program prior to commencing volunteer work at St. Martin's.	<input type="checkbox"/>
Signature:	Date:

### Privacy Statement

Information provided by you in this form will help us to assess you as a valued volunteer of our school community. Any information may be checked by the school with any relevant authorities, previous employers, volunteer organisations and/or referees or sources.

The information provided will be treated in accordance with the *Privacy Act 1988* (Cth) and treated as confidential.

*N.B ~ Please return this completed form to the School Office with the attached two 'Referee Reports'.  
Thank you.*



# St. Martin de Porres School

Avondale Heights

## VOLUNTEER'S REFEREE REPORT

### Referee Report 1 for .....

This brief report should serve the purpose of addressing the suitability of the above applicant for engaging in volunteer, child-connected work at St. Martin de Porres School Avondale Heights.

The role of the volunteer is to, under the supervision of an appropriately qualified teacher, assist as 'parent helper' in designated school classrooms **or** on excursions at off-campus locations. The applicant may also assist on campus with duties and tasks which support the work of St. Martin de Porres' P & F Association.

#### Referee details

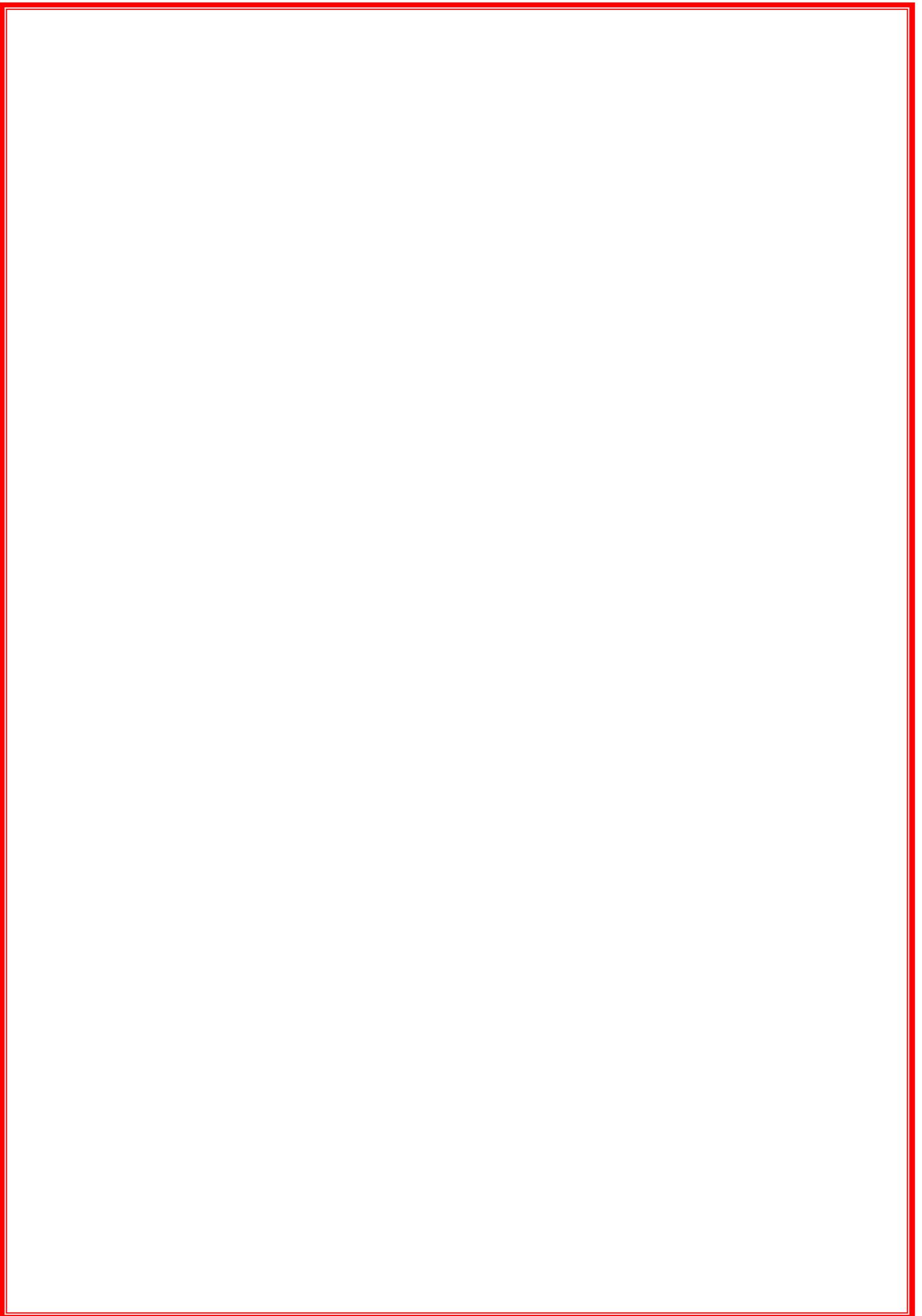
Name	Role	Organisation
.....	.....	.....

#### Background details

What is the nature of your relationship with the volunteer applicant?	
How long has the referee known the applicant?	
Has the referee previously worked with the applicant in either an employment or volunteer setting?	
Would the referee consider the applicant to be suitable for volunteering at the school in the above capacities?	
Is the referee aware of whether the applicant has previously worked with children?	
Has the referee directly observed the applicant's work with children?	
Does the referee have any concerns about the applicant working directly with children?	
Are there any additional comments the referee wishes to make in support of this application for voluntary work participation at St. Martin de Porres?	
.....	
.....	
..... Signature of Referee	..... Date

#### School Declaration

Reviewer's name :	Mark Williams / Daniel Parnis
Recommendation :	
The applicant <b>has / has not</b> satisfied the criteria for suitability as a volunteer.	
..... Reviewer's Signature	..... Date





# St. Martin de Porres School

Avondale Heights

## VOLUNTEER'S REFEREE REPORT

### Referee Report 2 for .....

This brief report should serve the purpose of addressing the suitability of the above applicant for engaging in volunteer, child-connected work at St. Martin de Porres School Avondale Heights.

The role of the volunteer is to, under the supervision of an appropriately qualified teacher, assist as 'parent helper' in designated school classrooms or on excursions at off-campus locations. The applicant may also assist on campus with duties and tasks which support the work of St. Martin de Porres' P & F Association.

#### Referee details

Name	Role	Organisation
.....	.....	.....

#### Background details

What is the nature of your relationship with the volunteer applicant?	
How long has the referee known the applicant?	
Has the referee previously worked with the applicant in either an employment or volunteer setting?	
Would the referee consider the applicant to be suitable for volunteering at the school in the above capacities?	
Is the referee aware of whether the applicant has previously worked with children?	
Has the referee directly observed the applicant's work with children?	
Does the referee have any concerns about the applicant working directly with children?	
Are there any additional comments the referee wishes to make in support of this application for voluntary work participation at St. Martin de Porres?	
.....	
.....	
..... Signature of Referee	..... Date

#### School Declaration

Reviewer's name :	Mark Williams / Daniel Parnis
Recommendation :	
The applicant <b>has</b> / <b>has not</b> satisfied the criteria for suitability as a volunteer.	
..... Reviewer's Signature	..... Date