

FORM

Volunteer Agreement



SECTION 1 – VOLUNTEER DETAILS

Surname	<input type="text"/>			
Given Names <i>(please include all given names)</i>	<input type="text"/>			
Title	<input type="text"/>	Date of Birth	<input type="text"/>	
Email	<input type="text"/>			
Mailing Address	<input type="text"/>			
	Suburb	<input type="text"/>	Postcode	<input type="text"/>
Home Address	<input type="text"/>			
	Suburb	<input type="text"/>	Postcode	<input type="text"/>
Home Phone	<input type="text"/>			
Work Phone	<input type="text"/>			
Mobile Phone	<input type="text"/>			

SECTION 2 – STUDENT CONTACT

Please give details of the SPW student you are related to or have association with (if any). If there are multiple children, please list the eldest in the family.

Name of SPW student	<input type="text"/>
Year Level or Class (if known)	<input type="text"/>
Relationship to this child (eg parent)	<input type="text"/>

SECTION 3 – AREAS OF INTEREST

Classroom Reading	<input type="checkbox"/>	General Class assistance	<input type="checkbox"/>
Excursions	<input type="checkbox"/>	PFA Events	<input type="checkbox"/>
Sports Coaching/Managing	<input type="checkbox"/>	Other*	<input type="checkbox"/>

**detail any other areas of interest:*

Experience or other relevant information relating to area/s of interest:

SECTION 4 – REFEREES

Referee #1 Name	<input type="text"/>			
Address	<input type="text"/>			
	Suburb	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>			
Referee #2 Name	<input type="text"/>			
Address	<input type="text"/>			
	Suburb	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>			

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SECTION 5 – AGREEMENT

As a volunteer at SPW:

1. I have read, understood and will abide by the Terms and Conditions detailed in the SPW Volunteer Policy & Procedures Information Booklet.
2. I will take all reasonable steps to protect my own health and safety while on school property or whilst being involved as a volunteer with the school.
3. I will keep confidential any personal or sensitive information of which I become aware through my involvement with the school.
4. I will discuss any concerns in relation to school matters with the supervising staff member.
5. I declare that I am a fit and proper person of good character. I have included two referees who will attest to my good character (previous or current employer, doctor, lawyer, JP, teacher etc.).
6. I will undertake a Working With Children Screening Check at no expense to myself which is of a five-year duration, if I do not hold a current alternative form of clearance as described in the Volunteer Information Booklet.
7. I will complete the online RAN training for volunteers and submit to the school, the certificate of completion (not required if have a current TRB).
8. I authorise the School to keep this form and the personal information contained within it on a secure file, as long as it is relevant.
9. I will abide by any other Policy & Procedure or training provided to me in respect of my role as a volunteer at SPW.

Signature Date

SECTION 6 – OFFICE USE ONLY

Surname	<input style="width: 100%; height: 20px;" type="text"/>		
Given Names <i>(please include all given names)</i>	<input style="width: 100%; height: 20px;" type="text"/>		
Application Received by <i>(name)</i>	<input style="width: 150px; height: 20px;" type="text"/>	Date	<input style="width: 100px; height: 20px;" type="text"/>
WWCC Screening Number	<input style="width: 150px; height: 20px;" type="text"/>	Expiry Date	<input style="width: 100px; height: 20px;" type="text"/>
Sighted By <i>(name)</i>	<input style="width: 150px; height: 20px;" type="text"/>	Date	<input style="width: 100px; height: 20px;" type="text"/>
OR detail other form of Screening here (take copy of documentation and attach to this Form)			
Type	<input style="width: 100%; height: 20px;" type="text"/>		
Number on Document	<input style="width: 150px; height: 20px;" type="text"/>	Expiry Date	<input style="width: 100px; height: 20px;" type="text"/>
Sighted By <i>(name)</i>	<input style="width: 150px; height: 20px;" type="text"/>	Date	<input style="width: 100px; height: 20px;" type="text"/>
TRB Number	<input style="width: 150px; height: 20px;" type="text"/>	Expiry Date	<input style="width: 100px; height: 20px;" type="text"/>
Sighted By <i>(name)</i>	<input style="width: 150px; height: 20px;" type="text"/>	Date	<input style="width: 100px; height: 20px;" type="text"/>
AISSA Database Checked	<input style="width: 40px; height: 20px;" type="checkbox"/>	By	<input style="width: 100px; height: 20px;" type="text"/>
RAN Certificate Date completed <small><i>(not required if volunteer has a TRB)</i></small>	<input style="width: 150px; height: 20px;" type="text"/>	Expiry Date <small><i>(not required for Volunteer RAN)</i></small>	<input style="width: 100px; height: 20px;" type="text"/>
Volunteer Approved	Yes <input style="width: 40px; height: 20px;" type="checkbox"/>	No <input style="width: 40px; height: 20px;" type="checkbox"/>	Date <input style="width: 100px; height: 20px;" type="text"/>
Authorised by <i>(name)</i>	<input style="width: 150px; height: 20px;" type="text"/>		Signature <input style="width: 100px; height: 20px;" type="text"/>
Acknowledgement Sent	<input style="width: 40px; height: 20px;" type="checkbox"/>	By	<input style="width: 100px; height: 20px;" type="text"/>
Maze Updated	<input style="width: 40px; height: 20px;" type="checkbox"/>	By	<input style="width: 100px; height: 20px;" type="text"/>

Notes: