



Volunteer Application Form

Thank you for your interest in becoming a volunteer with Mary Queen of Heaven. 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 Mary Queen of Heaven 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 our school, please complete the application form and return it to us.

2. Interview

It is The Mary Queen of Heaven 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. It is also an opportunity for the potential volunteer to ask questions about the position and the school in general.

Potential volunteers should bring proof of personal identity to the interview. [\(This has been completed upon enrolment\)](#)

3. Referee checks

The Mary Queen of Heaven takes child safety very seriously and for that reason we make it a practice to conduct referee checks for potential volunteers to assess their suitability to work with children. The referee check is 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. If you are currently volunteering in a classroom or have previously volunteered at this school, another school or your child's kindergarten, you may wish to write down the teachers' names as referees.

4. Pre-engagement Checks

All volunteers at Mary Queen of Heaven are required to apply for and pass a Working With Childrens Check (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.

5. Induction at our Parent Information Sessions

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

Mary Queen of Heaven Volunteer Application Form

P E R S O N A L	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
				Suburb/Town		Home
				State		Mobile
				Postcode		Work

	VOLUNTEER ROLE	
	<i>Please tick what volunteer position(s) you are interested in. You may tick more than one.</i>	
	Assist in the classroom <input type="checkbox"/>	Assist with school excursions <input type="checkbox"/>
	Assist in the garden <input type="checkbox"/>	Participate in working bees <input type="checkbox"/>
	Assist in the library <input type="checkbox"/>	Assist with sporting activities <input type="checkbox"/>
	Assist with school production or school event <input type="checkbox"/>	
	To be a member on the school board <input type="checkbox"/>	
	To be a member on the PFA <input type="checkbox"/>	
	Other (Please specify):	

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"/>

E D U C A T I O N	TRAINING/CERTIFICATION: E.G. RELEVANT QUALIFICATIONS, FIRST AID CERTIFICATE, COMPUTER SKILLS	

PREVIOUS CHILD-RELATED ENGAGEMENT			
EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
		FROM	TO

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

VOLUNTEER WORK PREVIOUS ENGAGEMENT			
ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
		FROM	TO

(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet.)

REFEREES (Anyone who can advocate for you working with or around children)			
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 you acceptance of each point (below):</i>

I am applying for volunteer work with Mary Queen of Heaven.		<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 attended the school's induction and information session and may be required to take further training in the future.		<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 school/college and will be treated as confidential. Information provided by you in this form may be checked by the school/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).