



**KIAMA YOUTH CENTRE
VOLUNTARY WORK APPLICATION FORM**

NAME: _____

DATE OF BIRTH: ____/____/____

COUNTRY OF BIRTH _____

GENDER: Male Female

ADDRESS _____

EMAIL: _____

TELEPHONE NO: _____

BEST TIME TO CONTACT YOU: _____

EMERGENCY CONTACT: _____

PHONE NUMBER: _____

Employment Status

Please select all that apply to you currently:

- Employed (full time)
- Employed (part time)
- Seeking part time employment
- Seeking full time employment
- Self employed

- Retired
- Student
- Home Duties
- Not in the workforce
- Unemployed

Centrelink Benefits

- Mutual Obligation
- New Start
- Youth Allowance
- Disability
- Volunteer Work Initiative
- Not receiving Benefits

Cultural Background

Do you identify as being of Aboriginal/Torres Strait Islander descent? Yes No

Please list any other languages spoken

Background and Skills

Personal experience with young people aged 12 – 24.

None Family Friend Work

Special skills:

Your reasons for volunteering:

Hobbies and interests:

What type of volunteer work would you like to do? (Please tick preferences)

- Assisting in running workshops regarding youth needs and issues
- Assisting in running events including night time concerts and movie nights
- Interested in running 'life skills' programs including; cooking, budgeting, healthy relationships.
- Provide support and advice (where appropriate)
- Provide advocacy
- Undertake a research assignment (youth surveys, forums)
- Assisting with a group outing
- Assisting with a group at the youth centre

Is there a person or group with whom you have a particular interest in working with?
(tick all that apply)

- Young women (12 – 18) young males (12 – 18)
- Older males and females (12 – 24)
- Specific groups and committees No preference

Are there any groups that you would not feel comfortable working with?

NO / YES please specify

Availability

Weekly Fortnightly

Day of the week: Monday Tuesday Wednesday

Thursday Friday

Preferred time: AM PM Anytime

Are you available in school holidays? Yes No

Transport Own transport Public transport

If you are interested in driving please provide the following information:

Drivers licence number _____ Class _____

Car registration number: _____

Vehicle insurance: Yes No

Comprehensive Third Party

General Information

Do you have a current first aid certificate? Yes No

Expiry Date _____

How did you hear about us?

Are you willing to undergo a Police Check? Yes No

Have you ever been charged with an offence? Yes No

Have you ever been convicted of an offence? Yes No

Is there anything which may affect you undertaking the voluntary work? (E.g. back injury)

Please give details _____

Referees

Please list the name and phone number of 2 character referees (other than family) who we will be making contact with:

Name _____ **Relationship** _____

Phone No. _____

Name _____

Relationship _____

Phone No. _____



VOLUNTEER AGREEMENT

Thank you for agreeing to be a volunteer for Kiama Youth Centre. Volunteers play an integral role in the functioning of this service.

This Volunteer Agreement has been developed to ensure that volunteers fully understand their role, rights & responsibilities and that our clients are provided with the most efficient service available.

I HAVE RECEIVED A KIAMA YOUTH CENTRE NEW WORKER KIT HANDBOOK. As a volunteer for Kiama Youth Centre, I agree to abide by what is set out in the "New Worker Kit". I have read and understand the guidelines and policies and agree to see the Senior Youth Worker if there is something I need clarification on. I understand that the volunteer grievance procedure applies equally to volunteers and staff.

This agreement is made between:

VOLUNTEER SERVICES CO-ORDINATOR

NAME:

DATE:

SIGNATURE:

VOLUNTEER

NAME:

DATE:

SIGNATURE:



PROHIBITED EMPLOYMENT DECLARATION

Child Protection (Prohibited Employment) Act 1998

With the exception of where an order, from the Industrial Relations Commission or the Administrative Decisions Tribunal, declare that the Act does not apply to a particular person, the Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious offence (a prohibited person) to apply for, undertake or remain in, child-related employment.

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment for 12 months or more, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.

Child-related employment means any employment that primarily involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- *Involving the provision of child protection services;*
- *In pre-school, kindergartens and child care centres (including residential child care centres)*
- *In schools or other educational institutions (not including universities)*
- *In detention centres (within the meaning of the Children (Detention Centres) Act 1987)*
- *In refuges used by children*
- *In wards of public or private hospitals in which children are patients*
- *In clubs, association or movements (including of a cultural, recreation or sporting nature) and a significant child membership;*
- *In any religious organisation;*
- *In any entertainment venues where the clientele is primarily children;*
- *As a babysitter or childminder that is arranged by a commercial agency;*
- *Involving fostering or other child care;*
- *Involving regular provision of taxi services for the transport of children with a disability;*
- *Involving the private tuition of children;*
- *Involving the direct provision of health services;*
- *Involving the provision of counselling or other support services for children;*
- *On school buses;*
- *At overnight camps for children.*



Under this Act:

- *It is an offence for a prohibited person **to apply for, undertake or remain** in child-related employment*
- *Employers **must** ask existing employees, both **paid and unpaid**, and preferred applicants for employment to declare whether they are a prohibited person or not*
- *All child-related employees **must** inform their employers if they are a 'prohibited person' (someone who has been convicted of a serious sex offence) or remove themselves from child-related employment*
- *Penalties are imposed for non-compliance.*

I am aware that I am ineligible to apply for, undertake or remain in, child-related employment if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998.

I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I declare I am not a person prohibited by the Act from seeking, undertaking, or remaining in child-related employment.

Name	Signature	Date
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CONFIDENTIALITY AGREEMENT

In the course of your involvement with Kiama Youth Centre you may come into contact with information that must be kept confidential at all times.

Confidentiality is the preservation of personal information concerning the client and their family, which is disclosed in the course of working as a volunteer. It is also the preservation of personal information relating to any volunteer, caregiver or staff member who provides a service for Kiama Youth Centre.

Where it is necessary to work with other helping agencies in order to provide service, the obligation of confidentiality should be binding for everyone involved. Any client referrals must be made via the Senior Youth Worker or staff member.

Any breach in confidentiality, unless it is life threatening or illegal, may result in dismissal from volunteering services with Kiama Youth Centre.

Where a volunteer requires further information regarding any aspect of a person in care, this should be sought from the Senior Youth Worker and not from other sources.

I _____ have read the above information and agree to maintain Kiama Youth Centre's policy on Confidentiality.

(Signature) (Print name) (Date)

(Senior Youth Worker) (Print name) (Date)

REGISTERED DRIVER DECLARATION

I, _____ of _____
 in the State of New South Wales do solemnly and sincerely declare that I currently hold a Class ____ driver's license. I will advise Kiama Youth Centre's Senior Youth Worker in writing of any license variation (e.g. disqualification, suspension, renewal or other) that occurs between the date of the formal sighting of my license by Kiama Youth Centre in one year and the formal sighting of my license in the following year.

Year 1

Signed: _____ Date: _____

Year 2

Signed: _____ Date: _____

Year 3

Signed: _____ Date: _____

OFFICE USE ONLY

To be completed by the officer sighting the Licence

Original license sighted by:

Year 1

Kiama Youth Centre staff _____
 (Print name)

Signed: _____ Date: _____

Year 2

Kiama Youth Centre staff _____
 (Print name)

Signed: _____ Date: _____

Year 3

Kiama Youth Centre staff _____
(Print name)

Signed: _____ Date: _____

Volunteer Code of Conduct Agreement

1. Confidentiality

I agree to honour the confidentiality of clients, other volunteers and staff of Kiama Youth Centre and adhere to the principles of confidentiality of Kiama Youth Centre's Policies and Procedures and government legislation. I agree to consider information pertaining to social and medical conditions, family situations and other facts of a personal nature as confidential and therefore I understand that I am not to disclose this information to any person who is not authorised by Kiama Youth Centre to have access to such information without the specific permission of the individual concerned.

2. Non-Discrimination/Equity

In keeping with Kiama Youth Centre philosophies and policies, Kiama Youth Centre will neither practice nor tolerate discrimination or harassment against any client, volunteer or staff member on the grounds of race, creed and colour, place of origin, ethnic origin, ancestry, citizenship, political or religious affiliation, gender, sexual orientation, age, marital status, family relationship, economic status or disability.

Through the course of my volunteering I will treat all others with dignity, care and respect.

3. Conflict of Interest

I commit to understanding and upholding the Conflict of Interest Policy. I agree to discuss any potential conflict and commit to being truthful in all matters to do with my volunteer relationship with Kiama Youth Centre.

4. Alcohol/drug use

I understand that being under the influence of alcohol or drugs may interfere with my ability to deliver service. I therefore agree: not to perform my volunteer duties while under the influence of drugs or alcohol.

5. Limits

I agree to maintain limits that have been set with respect to the emotional and physical resources I am willing to provide. If I find myself in a situation that requires me to do something outside of my role outline, I will ask for assistance or support, or refer when appropriate.

6. Training and Continuing Development

I understand that in accepting a volunteer position with Kiama Youth Centre I am agreeing to undertake and complete the necessary training before and during the course of my volunteer assignment. I value my own continuing development and understand that it is essential. I will do this by keeping up-dated on new information, attend regular meetings and by taking advantage of opportunities such as seminars and workshops available.

7. Non-compliance

I understand that failure to adhere to any or all parts of this code may affect the reputation of Kiama Youth Centre and result in suspension from volunteering duties and/or termination of my volunteer relationship with Kiama Youth Centre.

Name: _____

Signature: _____

Date: _____

Supervisor: _____

Signature: _____

Date: _____

