



Volunteers Register Information Form

VOLUNTEER DETAILS			
Full Name			
Date of Birth		Gender	
Best Contact Number			
Email Address			
What is your affiliation with the school?	<input type="checkbox"/> Parent <input type="checkbox"/> Past Staff Member	<input type="checkbox"/> Related to a current or past student <input type="checkbox"/> Other: _____	<input type="checkbox"/> Alumni

IDENTITY DOCUMENTATION	
Working with Children Application/Card Number or VIT Registration Card Number	
WWCC or VIT Registration Card Expiry Date	
Please confirm you have attached a copy of your Working With Children Check or VIT Registration Card	<input type="checkbox"/> I confirm I have attached a copy of WWCC or VIT Card.
As an additional proof of your identity, please attach a second form of photo ID, such as a passport or driver's licence.	<input type="checkbox"/> I confirm I have attached a copy of my photo ID.

CONFIDENTIAL INFORMATION
<p>You agree that all confidential information is solely and exclusively the property of the School.</p> <p>You shall not, either during your engagement as a volunteer or at any stage afterwards, improperly use or disclose any Confidential Information relating to the School, its affairs or business, or any other Confidential Information you may receive or obtain during the course of your engagement as a volunteer with the School.</p> <p>“Confidential Information” means any information relating to the business of the School or related bodies corporate that is not in the public domain other than by a breach of law, and includes the financial and accounting details of the School or related bodies corporate, the personal or health details of students, alumni, parents or staff, (including any lists and contact details of students, alumni, parents or staff), the business, financial, strategic or marketing plans of the School or related bodies corporate, the supplier and employee lists of the School or related bodies corporate, the terms or contents of all contracts or negotiations, and third party information that the School or related bodies corporate has agreed to keep confidential.</p> <p>This agreement survives the termination of your engagement as a volunteer for whatever reason.</p> <p><input type="checkbox"/> I acknowledge that I have read and understood the above statement regarding Confidential Information.</p>



CHILD SAFETY

Child Safety – Statement of Commitment

Huntingtower is committed to child safety. As such, volunteers at the School will be expected to satisfy child protection screening and adhere to the School's Child Safe Policies and Codes of Conduct.

We require our volunteers to have read and understood the following Huntingtower School Policies, Documents and view the Presentation:

- I acknowledge that I have read and understood our [Volunteer Policy](#).
- I acknowledge that I have viewed the [Volunteer Induction Presentation](#).
- I acknowledge that I have read and understood our [Child Safety Code of Conduct](#).
- I acknowledge that I have read and understood our [Parent Code of Conduct](#).
- I acknowledge that I have read and understood our [Child Safety and Wellbeing Policy](#).
- I acknowledge that I have read and understood our [Child Safety Responding and Reporting Obligations Policy](#).

PREVIOUS CHILD RELATED EMPLOYMENT

Employer's Name & Address			
Position		Period of Service (From/To)	
Duties			
Employer's Name & Address			
Position		Period of Service (From/To)	
Duties			

PREVIOUS VOLUNTEER WORK

Employer's Name & Address			
Position		Period of Service (From/To)	
Duties			
Employer's Name & Address			
Position		Period of Service (From/To)	
Duties			



PRIVACY STATEMENT

The personal information you have provided will help us to assess you as a valued volunteer of Huntingtower and will be treated as confidential. Information provided by you in this form may be checked by Huntingtower 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).

DECLARATION

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

- I wish to be a volunteer at Huntingtower.
- I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.
- I declare that the information contained in this application is true and correct.
- I understand that I am required to complete all required paperwork.
- I confirm I have read and understand the responsibilities of a volunteer at Huntingtower, in particular those that are outlined in the School's Child Protection – Child Safe Policy, Child Safe Code of Conduct and Parent and Community Code of Conduct.
- I confirm I have never been in breach of another organisation's Child Protection Policies and Codes.
- I confirm I have never had concerns raised about my behaviour towards children/young people.
- I acknowledge and accept that I have been engaged as a volunteer of Huntingtower and that no payment will be made to me by Huntingtower
- I understand and accept that Huntingtower can cease the volunteering arrangement at any time

Signed

Date

Please return this Volunteers Register Information Form to the Human Resources Team via volunteers@huntingtower.vic.edu.au.