



# DOMINICAN SCHOOL

## Volunteer Application

To be considered for a volunteer role in any capacity at Dominican School, please complete all parts of this Declaration, including providing additional, supporting information and documentation where required.

If you have any questions about the process, please contact Dominican School on 8114 3600.

### PERSONAL DETAILS

Surname: .....

Given name: .....

Contact number: .....

Email: .....

Are you a parent or guardian of a child at this location?  Yes .  No

Please give detail .....

### MEDICAL CONSENT

Do you have any medical conditions or anything we need to know in case of an emergency?  Yes  No

If yes, please detail:.....

.....  
.....

Emergency contact name: .....

Emergency Contact number: .....

In case of an emergency, and in the event that I am unable to give consent at the time, I give staff of Dominican School permission to use their judgement in obtaining any medical attention which they may consider necessary.

Yes  No

### INVOLVEMENT

Please indicate in which area(s) you would like to volunteer eg classroom, sport, parents and friends, excursions

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.....

What type of volunteering would you like to offer? List things that you can contribute to your role as a volunteer e.g: mentoring, gardening, storytelling, administration, sport etc.

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.....  
.....

Please give details of your experience or other relevant information relating to the area(s) of involvement .....

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## REFEREES

Dominican School may wish to contact referees who know you and are able to attest to your good character. Referees should include professional referees (eg. previous or current employer, doctor, lawyer, JP, teacher etc) or if you are known to the school, referees can include staff members at the school. Please provide details of two referees.

### Referee 1

Name: .....

Contact number: .....

Organisation: .....

Position: .....

How do you know this person? (Friend / Relative / Employer / Dominican School Staff Member / Other (please specify) .....

### Referee 2

Name: .....

Contact number: .....

Organisation: .....

Position: .....

How do you know this person? (Friend / Relative / Employer / Dominican School Staff Member / Other (please specify) .....

## DOCUMENTATION TO BE READ AND COMPLETED

Please visit <https://www.dominican.catholic.edu.au/community/parent-involvement> to read and complete the following. If you do not have access to the internet or printer, hard copies of all documents are available from the School Office. Return all certificates and signed documentation to the School Office.

CESA Volunteer Application completed	<input type="checkbox"/> Yes
Induction Pack for Volunteers read and understood	<input type="checkbox"/> Yes
Responding to Harm, Abuse and Neglect - Education and Care (RRHAN-EC) training completed	<input type="checkbox"/> Yes
Do you hold a current acceptable Working with Children Check (WWCC)? If not, please contact the school office with identification to complete the process	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you provided evidence of your COVID-19 Vaccination Status, as per the current SA Government Emergency Management Act guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## SCREENING

In order to volunteer within Catholic Education SA, a range of screening procedures, including holding a valid and current Child-Related Employment Screening Clearance, are required for all volunteers. You will not be able to commence volunteering until clearances have been received. Upon receipt of this application, the Principal or their delegate will forward relevant screening information to the Catholic Education Office for processing.

Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (*Tick 'No' where an expiation notice only was received*)  Yes  No

Have you ever received a written counselling or warning or been dismissed or resigned from any employment or volunteer role in response to, or following allegations of improper or unprofessional conduct in the workplace?  Yes  No

Have you ever or are you currently the subject of an investigation or any other process relating to misconduct by you as a volunteer or an employee?  Yes  No

Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing care?  Yes  No

Our process may include asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?  Yes  No

**PLEASE NOTE: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered. (Please attach as separate sheets.)**

**If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or delegate) to discuss.**

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Principal (or delegate) and me.  Yes

### Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining a volunteer.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form, you declare that you are a fit and proper person of good character, and you will notify the Principal should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the Principal / Director immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to CESA.

## DECLARATION

- I agree to take all reasonable steps to protect my own health and safety and that of others while on school property and/or while undertaking duties for the school.
- I agree to keep confidential any personal or sensitive information of which I become aware through my involvement with the school.
- I declare that I have answered this form truthfully. I understand that any false or misleading information I provide will result in me not being considered for volunteer work or may result in the termination of my services.
- I have received a Volunteer Induction Pack including Code of Conduct for Volunteers, Work Health and Safety, Duty of Care, Child Protection and Privacy and Confidentiality information for volunteering at the school. I have read and understood the contents and sought and received adequate explanation for any queries I have had.
- I acknowledge that this completed form will be kept on file at the school.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_