



# Volunteer Application Form

C/2.1.2.15

## Purpose

Provides guidance for Church Council members/ delegates to undertake screening of applicants who wish to volunteer within the church, including roles volunteering with children and anyone vulnerable.

## Scope

This document is to be utilised by a person who is applying for a position which involves volunteering in congregations, including volunteering with children and anyone vulnerable.

## Process

Each part of the application process is to be completed with prayerful consideration of the gifts and graces of the applicant, their suitability to volunteer in the role, and the needs of the Church.

## Inclusion

The application process should not be a barrier to persons with a desire to serve or volunteer. Refer to the procedure [Selecting Leaders and Helpers](#), for information about ways to increase the accessibility of the application and interview processes.

## Instructions

1. Fill out all sections of this application form, to express interest in volunteering, or for a volunteer role. You **must** complete and sign the Applicant Declaration at the end of this document.
2. Alternatively, request a time to give a verbal expression of interest, to volunteer, ensuring that the Applicant Declaration is completed at the end of this document.
3. If you are expressing interest in a specific role or ministry of the Church, please mark this clearly on your application.
4. Attach any documents that support your application, for example certificates of past training completed.
5. Email or hand the completed application form to the Safe Ministry with Children (SMC) Coordinator, Minister, or the Church Council Chair of the congregation you wish to volunteer with.

## Applicant

Applicant's full name:

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Preferred name:

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Date of birth:

Male:

Female:

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Phone number:

Email:

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Preferred method of contact:

Mobile

Email

Text message

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Address:

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Previous names:

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## Verbal expression of interest

Verbal process used

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### Details of the person completing this form

Name:

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Phone number:

Email:

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Address:

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Church Position or relationship:

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### Blue card or exemption card details – for child-related roles only

- Blue Card
- Exemption Card

Name as it appears on your blue card or exemption card:

Card number:	Expiry date:	Type of card:
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1. You **must** hold a valid blue card or exemption card which is linked to the congregation before you can commence in any role requiring a blue card, including the role of First Aid Officer.
2. You **must** be suitable to apply for a blue card or exemption card if you are seeking to work or volunteer with anyone vulnerable. The *Applicant's Declaration* at the end of this document, will be used as part of an assessment to determine your suitability to work or volunteer with children and anyone vulnerable.

### Personal abilities and qualifications

1. **Expression of Interest:** Please tick all that apply.

**Sunday Roster**

- Bible Reader
- Pastoral Prayer
- Morning Tea
- Door Greeter
- Offering Count
- Prayer Ministry

**Worship Team**

- Keyboard
- Guitar
- Drum
- Bass
- Other Instruments:

**Tech Team**

- Sound
- Camera Livestream
- Data

**KATS: Children's Ministry**

- Kids' Talk
- KATS Teacher
- Parent Helper

**Next Gen Ministry**

- Junior Youth Helper
- Senior Youth Helper
- Safe Space for Young Adults Helper
- Playgroup Helper

2. **Gifts and abilities:** Please tick one or more of the following statements that best describe you, and provide details in the space below

- I have gifts and abilities to work or volunteer with children
- I have gifts and abilities to work or volunteer with the Church
- I have gifts and abilities to work or volunteer with anyone vulnerable

My gifts and abilities are:

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3. **Previous experience, qualifications and training:** Please tick one or more of the following statements that best describe you, and provide details in the space below

- I have previous experience, qualifications and training to work or volunteer with children
- I have previous experience, qualifications and training to work or volunteer with the Church
- I have previous experience, qualifications and training to work or volunteer with anyone vulnerable

My previous experience, qualifications and training are:

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**4. Work history:** Please tick one or more of the following statements that best describe you, and provide details in the space below

- I have previous work history of working or volunteering with children
- I have previous work history of working or volunteering
- I have previous work history of working or volunteering with anyone vulnerable

My previous work history of working or volunteering is:

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**5. Motivation and calling:** Please tick one or more of the following statements that best describe you, and provide details in the space below

- I have a motivation or calling to work or volunteer with children
- I have a motivation or calling to work or volunteer with the Church
- I have a motivation or calling to work or volunteer with anyone vulnerable

My motivation or calling is:

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**6. Medical conditions:** Please provide relevant information about medical conditions or limitations that may affect your ability to fully participate as a volunteer.

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## Referees

Name of referee 1:

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Phone number:

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Organisation:

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Position held:

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Email/Address:

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Relationship to you:

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Name of referee 2:

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Phone number:

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Organisation:

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Position held:

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Email/Address:

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Relationship to you:

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**Applicant's declaration**

	Yes / No
1. Do you consent to the referees listed above being contacted for the purposes stated in this application?	
2. Do you consent to the Church Council using and disclosing your personal information in the manner described in the process above?	
3. Do you understand that you can withdraw from this application process at any time without giving reason?	
4. Are you aware of any issue or reason that may affect the decision by the Church Council to allow you to volunteer with the Church?	
<i>If Yes: please provide an explanation</i>	
5. Are you aware of any issue or reason that may affect the decision by the Church Council to allow you to work with someone vulnerable? <i>[this includes any information which may prevent you from being able to apply for a Blue Card]</i>	
<i>If Yes: please provide an explanation</i>	
6. Are you aware of any issue or reason that may affect the decision by the Church Council to allow you to work with children?	
<i>If Yes: please provide an explanation:</i>	
<b>and also</b> answer the following questions:	
a) Have you ever been accused of abusing or neglecting a child?	
b) Have you ever been disciplined for abusing or neglecting a child?	
c) Have you ever had any charges made against you for abusing or neglecting a child? (Any allegations made to a court, disciplinary body, employer, supervisory body or church in Australia or in any other country)	
<i>If Yes to any or all of the above: please provide an explanation</i>	
7. Do you confirm that the information provided in this document is true and correct?	

**Applicant's signature**

**Name:**

**Date:**



OFFICE USE ONLY	
Determination, recommendation, comments and conditions:	
Signature of person conducting screening:	
Name:	Date: / /
Reference to minute of church council meeting:	Date: / /
Date applicant was notified of outcome: / /	

## Revisions

Document number		C/2.1.2.15			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
3.0	02.09.2022	Strategic Risk Manager	02.09.2022	ED Strategic Resources and Assurance	Safe Church, Assurance and Support Officer
Next scheduled review		02.09.2027			