



St. Francis of Assisi Parish

290 Childs Road, MILL PARK, VIC 3082

Phone: (03) 9407 6700

Fax: (03) 9404 3052

Web: www.cam.org.au/millpark

Email: millpark@cam.org.au

Dear

Thank you for your interest in assisting with one of our parish ministries. Before you begin your duties please fill in the 'Volunteer Details' form and return to the parish office. It is a requirement of the Catholic Archdiocese of Melbourne that all those who volunteer or work in our parish are required to obtain a Working With Children Check and/or Police Check before working within the parish. In your particular role you are required to have:

- **Working With Children Check (or VIT registration details)**
- **Police Check**

To apply for a Working With Children Check:

- Go to www.workingwithchildren.vic.gov.au and click 'Apply For A Check'
- If you will be volunteering tick 'volunteer' and there will be no fee to get the WWC
- Under organisation please put: St Francis of Assisi Parish
290 Childs Rd
Mill Park VIC 3082
0394076700
- Under occupational work code please select number 64: Religious Organisation
- Once completed take the printed form to a Post Office and they will take a passport sized photo of you free of charge.
- If you already have a WWCC you just need to register on the Working With Children website and add St Francis of Assisi Parish as an employer.

To apply for a Police Check:

- Go to www.police.vic.gov.au and click 'Our Services' and then 'Police Record Checks' and then begin the online application.
- In section D 'Is this certificate being paid for by an organisation' please put an X in the box and enter the following information: Name of representative: Fr Anthony Girolami
Title: Parish Priest
Organisation: St Francis of Assisi Parish
Address: 290 Childs Rd, Mill Park VIC 3082
Phone: 0394076700
- In section E, tick option 2, and select 'Others: Parish Volunteer', unless you will be attending nursing homes, in which case please select 'Adult aged/disabled care'. Name of organisation and representative is as above. CVF number 01/84.
- Once completed, please print and call the parish office to arrange a suitable time to bring the completed form into the parish office with 100 points of ID (see reverse).
- If you already have a Police Check that is less than 12 months old you just need to bring it into the parish office, or send/email a copy to us.

If you have any trouble completing the above steps or would prefer to have help completing it at the parish office please do not hesitate to call and we will be more than happy to assist you. Once again, thank you for your valued contribution to our parish.

Yours sincerely,

Fr Anthony Girolami, Parish Priest

ST FRANCIS OF ASSISI PARISH

290 Childs Road, Mill Park 3082

phone: 9407 6700

email: millpark@cam.org.au

VOLUNTEER FORM

Thank you for volunteering within our parish. Please complete this form and return to the parish office either in person, by mail or by email, together with your Working With Children Check and/or Police Check.

Thank you.

Group or ministry:

Family Surname:

Address:

Postcode: Home phone:

Email:

Christian Names:

Title Name Mobile Religion

Title Name Mobile Religion

Children at Home:

..... Birth Date M/F.....

..... Birth Date M/F.....

..... Birth Date M/F.....

..... Birth Date M/F.....

..... Birth Date M/F.....