

## **Volunteer Application Process**

Central to the mission of St John's Parish is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

Thank you for your interest in becoming a volunteer at St John's Parish. Our volunteers are integral to the parish experience for our parishioners and they provide an important link to the community. We welcome your enquiry about volunteering and hope you will find the experience rewarding.

### **Application Process**

#### **1. Application Form**

The Child Safe Standards require us to gather, verify and record a person's history of work involving children. St John's Parish takes child safety very seriously and for this reason, potential volunteers are required to list any work history involving children including any volunteer work.

#### **2. Interview**

It is parish practice for all potential volunteers to be interviewed prior to commencing any voluntary work. The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work, and assessing any possible risk to child safety. It is also an opportunity for the potential volunteer to ask questions about the position and the parish in general.

#### **3. Referee checks**

The parish takes child safety very seriously and for that reason we make it a practice to conduct referee checks of all potential volunteers to assess their suitability to work with children. The referee check is a discussion between the parish representative and the nominated referee for the purpose of addressing the person's suitability for volunteer work and for engaging in child-connected work.

#### **4. Pre-engagement checks**

The *Working with Children Act 2005* (Vic) requires that any person doing unsupervised child-related work must have a valid Working with Children Check (WWCC). The policy of the Archdiocese of Melbourne goes further than that, requiring all volunteers to attain a WWCC, with only very limited exceptions. You should discuss with the parish priest if you think an exemption may apply to you. If you already have a WWCC, you need to register St John's Parish as one of your 'employers.' If you do not yet have a WWCC or equivalent, please contact the parish office for instructions.

**Volunteer Application Form**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Ministry/Position: \_\_\_\_\_

Availability: \_\_\_\_\_

**Child Safety Statement**

Do you have a current Working with Children Check or equivalent? YES/NO (Please circle one)

Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

If equivalent, please state type. \_\_\_\_\_

Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

**Work History Involving Children (both paid and unpaid)**

Organisation	Role/s	Dates: from / til

Please add extra pages as required.

**Provide Details of TWO Referees**

Referees should be people who know you in your professional capacity and not be members of your family. Please inform your referees that they might be called upon by St John's Parish to witness to your capability to carry out your ministry, especially with regards to your suitability to work with children and vulnerable adults.

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Capacity in which they know you: \_\_\_\_\_

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Capacity in which they know you: \_\_\_\_\_