

**Fairfield Food Services Inc.  
Volunteer Application**

<b>Surname</b>	
<b>First Name</b>	
<b>Prefer to be called</b>	
<b>Home Street Address</b>	
<b>Town</b>	<b>P'code</b>
<b>Postal Address (if different)</b>	
<b>Town</b>	<b>P'code</b>
<b>Country of Birth</b>	<b>Date of Birth</b>
<b>Phone Number</b>	<b>Mobile</b>
<b>Email</b>	
<b>Emergency Name and Contact Number</b>	
<b>Mobile</b>	
<b>Skills you can bring to the service as a volunteer (include any training)</b>	
<b>Are you currently employed</b>	<b>Yes      No</b>
<b>Occupation</b>	
<b>Are you on any scheme requiring that you volunteer/work experience?</b>	
<b>If yes Name of Organisation</b>	
<b>Commitment Required</b>	
<b>What would you like to achieve from being a volunteer?</b>	
<b>Do you have any health problems that may affect your volunteer work?</b>	

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*Which days are you available for volunteer work?*

*During which hours?*

*Do you speak any language other than English? (if yes which ones)*

*Have you been involved in volunteer work before? (if yes with whom)*

*Do you have a first aid certificate?*

**Comprehensive Insurance Cover No**

**Expiry Date**

**Office use   Sighted   Photocopied**

**Drivers Licence No**

**Expiry Date**

**Vehicle Rego No**

**Expiry Date**

**Size of Car**

**No. of Doors**

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## **PROHIBITED EMPLOYMENT DECLARATION**

(while we acknowledge that this declaration is for employees however we believe we must take all reasonable care when utilising volunteers to provide a safe and secure service - we therefore request that you complete the form below)

### **CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998**

With the exception of where an order from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a particular person, the Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) to apply for, undertake or remain in, child-related employment.

A serious sex offence is defined in Section 5 of the Child Protection (Prohibited Employment) Act 1998 as

(i) an offence involving sexual activity or acts of indecency which is or was punishable by penal servitude or imprisonment for 12 months or more in New South Wales, OR

(ii) An offence committed elsewhere, that would have been punishable by penal servitude or imprisonment for 12 months or more if it had been committed in New South Wales.

Child-related employment means any performance of work that primarily involves direct contact with children where that contact is not directly supervised. Section 3 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the Children (Detention Centres) Act 1987)
- in refuges used by children
- in wards of public or private hospitals in which children are patients
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- in any religious organisation
- in any entertainment venues where the clientele is primarily children
- as a babysitter or child minder that is arranged by a commercial agency
- involving fostering or other child care
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses

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- At overnight camps for children.

Under this Act:

It is an offence for a prohibited person to apply for, undertake or remain in child-related employment

- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare whether they are a prohibited person or not
- All child-related employees must inform their employers if they are a 'prohibited person' (someone who has been convicted of a serious sex offence) or remove themselves from child-related employment.
- penalties are imposed for non compliance version: August 2000

**PROHIBITED EMPLOYMENT DECLARATION**

I have read and understood the information on the back of this form in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I am aware that if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998 I am ineligible to apply for, undertake or remain in child-related employment/volunteering.

I understand that if after signing this declaration I am later convicted of a "serious sex offence" and become a prohibited person, I must not remain in, apply for or undertake child-related employment/volunteering.

I understand that if I am a prohibited person, I may make an application to the Industrial Relations Commission or the Administrative Decisions Tribunal for an order that this Act is not to apply to me in respect of a specified offence.

I declare that (mark one box):

I am a person prohibited by this Act from applying for, undertaking, or remaining in child related employment; or

I am not a prohibited person.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

Date

Please complete the Prohibited Employment Declaration Form. Your Application cannot be accepted if you have not completed this form.

I understand that the service's Insurance Policy does not replace comprehensive motor vehicle insurance on my vehicle. Insurance only covers me while I am working within agreed and documented times. The travel route must be direct to and from clients homes and in the times just before and after visit. In offering my services as a volunteer worker, I fully realise I will be reimbursed/compensated for

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out- of -pocket expenses only, e.g. Petrol. Travel expenses cannot be claimed outside this perimeter.

I will take all care whilst assisting with clients. I will ensure confidentiality at all times. I will not give out or receive phone numbers of clients. I agree to a police check being conducted. I agree to abide by the Policies and Procedures of the service and any training/orientation I may receive

**Signed**

**Date**

**PHOTO CONSENT**

I ....., consent to my photo being taken and included in a power point presentation, leaflets and promotions of the service. These photos allow the service to recognize the contributions of volunteers and staff.

If at any time you wish to withdraw your permission please contact the office.

Volunteer Signature: ..... Date: .....

Witness Signature ..... Date.....