Dear applicant,

Thank you for being willing to volunteer your time at our school.

Volunteers assist to provide a meaningful education experience for our students and we welcome your interest and generosity in wanting to be involved.

As a School we take the safety of the children in our care seriously. We are also committed to the safety of our volunteers. To support these goals, the Catholic Education Office for the Archdiocese of Canberra and Goulburn have a registration process for our volunteers in our NSW schools.

All persons wishing to be registered as a volunteer in “child related work” in a NSW school will need to:

a) Complete a CEO Volunteer Application Form, (interim form is attached)

b) Attend an induction session about safety issues at the school. (further information will be provided asap)

Note: “Child related work” is defined by the Office of Children’s Guardian and NSW Commission for Children and Young People. This work includes volunteering in a classroom.

The CEO Volunteer Application Form is attached for your consideration. The information provided on the form is treated with a high degree of confidentiality, security and in accordance with privacy principles. If you wish to apply to register as a volunteer you must:

• Complete the form and return it to the School Office in a sealed envelope marked “CEO Volunteer Application Form - Confidential”, addressed to the Principal;

• On receipt of your completed Form you will be informed of the induction session available for you attend and you will need to attend the induction.

If there are no concerns about your suitability to be a volunteer in the School you will be placed on the School Volunteer Register.

Should any information be provided on the form that raises questions about your suitability to be a volunteer at the school a risk assessment will be undertaken to assess whether or not the School is able to engage you as a volunteer. If for any reason the School does not proceed with registering you as a volunteer you will be informed of this by the Principal.

We thank you for your support in ensuring a safe learning environment for our students and safe work place for our volunteers.

Yours faithfully,

Rod Little - PRINCIPAL
CEO VOLUNTEER APPLICATION FORM

QUESTIONS FOR COMPLETION
Have you ever been charged or convicted, in any State or Territory in Australia or overseas, of a sex offence against or involving a person under the age of 18 years, a serious physical assault involving a person under the age of 18 years, murder of a person under the age of 18 years?

YES
NO

If you answered yes – please outline what it related to?

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Have you ever been charged or convicted in any State or Territory, whether in Australia or overseas, of any other criminal offence that prohibits or bars you from engaging in child related work as a volunteer or paid employee.

YES
NO

If you answered yes – please outline what it related to?

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I ................................................................. {name} apply to engage as a volunteer with McAuley Catholic Central School, Tumut.

I certify that the information provided is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of my application to volunteer.

I understand that the information contained in this document is confidential information and will be held and managed securely at the School in accordance with the CEO Sydney Privacy Policy.

.................................................  .................................................  .................................................
Name                              Signature                             Date

School office use only

Reviewed by Principal ..................................................(signed) on ...........................................

Requires follow up:

  Yes
  No