 **DEADLY CONNECTIONS VOLUNTEER/ACCOMPLICE APPLICATION FORM**

|  |  |
| --- | --- |
| **Personal / contact details:** | |
| **Date** | / / |
| **Name** |  |
| **Date of Birth** |  |
| **Address** |  |
| **Phone 1**  **Phone 2** |  |
| **Email address** |  |
| **Working With Children Check**  **(only required for direct contact work)** | 🞏 Yes 🞏 No APP No:  Number:  Expiry Date: |
| **Criminal record:**  **Please disclose any charges and/or convictions (this will not necessarily exclude you from any volunteer opportunities)** |  |
| **Current occupation / study**  **Details:** | 🞏 Work 🞏 Full time 🞏 Part time  🞏 Study 🞏 Full time 🞏 Part time |
| **Medical information:**  **E.g. allergies, medical conditions** |  |
| **Emergency Contact Details:**  Name: Phone 1: Phone 2:  Relationship to you:  Address: | |

|  |
| --- |
| **Referees.** *Please provide the name and contact details of at least two (independent) referees:* |
| Name:  Phone 1: Phone 2:  Relationship to you: |
| Name:  Phone 1: Phone 2:  Relationship to you: |

|  |  |
| --- | --- |
| **Experience and qualifications.** *Please provide details of experience relevant to this role* | |
| *Please tick any of these skill areas if they relate to you:*  🞏 Experience working with young people  🞏 Experience working with people from refugee or migrant backgrounds  🞏 Experience working with Aboriginal people  🞏 Other e.g. admin, project management, IT. Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| ***Please elaborate on these experiences in the space below:*** | |
| **Languages spoken** |  |
| **Other voluntary work** |  |
| **Hobbies / Interests** |  |
| **Why are you interested in becoming a volunteer?** | |
| **Please indicate your availabilities in the space below** | |
| **Where did you hear about this program?** | |
| **Please indicate which areas/programs/projects/initiatives you would like to be involved in:** | |

|  |
| --- |
| **Confidentiality** |
| CONFIDENTIALITY AGREEMENT FOR DEADLY CONNECTIONS COMMUNITY AND JUSTICE SERVICES VOLUNTEERS  Deadly Connections Community and Justice Services greatly appreciates volunteer contribution. The time and skills contributed by volunteers helps make the goals of Deadly Connections Community and Justice Services achievable.  The Confidentiality Agreement for Deadly Connections Community and Justice Services Volunteers sets out the terms by which all volunteers are required to engage with the agency. During the course of your volunteering, you may be privy to confidential and personal information (including but not limited to) clients, funding or program models and legal information.  **1. Duration**  The period during which you will be engaged in volunteer activities with Deadly Connections Community and Justice Services.  **2. Assignment**  As per your Position Description.  **3. Promotion of Deadly Connections Community and Justice Services Australia’s Interests**  Deadly Connections Community and Justice Services Australia’s Volunteers shall best endeavour to promote and enhance the interests, welfare, business, profitability, growth, and, reputation of Deadly Connections Community and Justice Services and any relevant parties/programs; and not intentionally act contrary to the interests of Deadly Connections Community and Justice Services.  **4. Confidential Information**  Deadly Connections Community and Justice Services Volunteers shall not, except as authorised by the Chief Executive, use for their own benefit or gain or divulge to any persons, company, or other organisations whatsoever any confidential information relating to their affairs or dealings with Deadly Connections Community and Justice Services. This restriction shall cease to apply to any information or knowledge which may subsequently come into the public domain other than by way of authorised disclosure.  All confidential records, documents and other papers provided by Deadly Connections Community and Justice Services, together with any copies or extracts thereof, developed or acquired by Deadly Connections Community and Justice Services Volunteers during the course of their engagement with the agency shall remain the property of Deadly Connections Community and Justice Services. “Confidential information” shall include all information which has been specifically designated as confidential by Deadly Connections Community and Justice Services and any information which relates to the commercial and financial activities of Deadly Connections Community and Justice Services, the unauthorised disclosure of which would embarrass, harm, or discredit the agency. It does not extend to information already in the public domain unless such information arrived there by unauthorised means.  **5. Adherence to the Privacy Act**  Deadly Connections Community and Justice Services staff and volunteers are required to abide by the Privacy Act. Volunteer and staff responsibilities when dealing with personal information follow the 10 National Privacy Principles. The principles set the standard that Deadly Connections Community and Justice Services are required to observe in collecting, storing, using, disclosing, protecting and transferring personal information.   1. Collection describes what an organisation should do when collecting personal information 2. Use and Disclosure outlines how organisations can use and disclose personal information 3. Data Quality 4. Data Security set the standards that organisations must meet for the accuracy, currency, completeness and security of personal information 5. Openness requires organisations to be open about how they handle personal information 6. Access and Correction gives people a general right of access to their own personal information, and the right to have that information corrected, if it is inaccurate, incomplete or out of date 7. Identifiers says that generally, Commonwealth government identifiers (such as the Medicare number or the Veterans Affairs number) can only be used for the purposes for which they were issued 8. Anonymity, where possible, requires organisations to provide the opportunity for people to interact with them without identifying themselves 9. Transborder Data Flows outlines privacy protections that apply to the transfer of personal information out of Australia 10. Sensitive Information requires consent when an organisation collects sensitive information about a person such as health information, or information about racial or ethnic background, or criminal record. Sensitive information is a subset of personal information and special protection applies to this information.   **6. Copyright and Intellectual Property**  You assign to Deadly Connections Community and Justice Services, and will procure the assignment to Deadly Connections Community and Justice Services of, all copyright (including future copyright), trade mark, design, patent, circuit layout rights and all other intellectual property rights (the rights) in any and all designs, drawings, documents, software developments, computer programs, knowhow, processes, circuit layout rights, confidential information, inventions, prototypes and any other items and things produced or created (at any time) by you or on your behalf in relation to the provision of your services to Deadly Connections Community and Justice Services(the works).  You also give your consent to, or if you are a company or other organisation you must procure from any of your employees, contractors, officers or agents who is an author of any work, a consent in writing to Deadly Connections Community and Justice Services, our licensees and successors in title and any other person authorised by us or our licensees and successors in title using the works for the purposes for which the material was created and for Deadly Connections Community and Justice Services business purposes, including exercising for any of those purposes all acts comprised in the copyright in the material, even if that use would otherwise infringe moral rights. You must ensure that any consents you procure are genuinely given and you must promptly provide Deadly Connections Community and Justice Services with written evidence of all such consents if required by Deadly Connections Community and Justice Services.  You will sign all documents and do anything reasonably required by Deadly Connections Community and Justice Services to give effect to the assignment of rights in this clause.  **7. Post Volunteering**  Unless otherwise stated in law, for a period of two years from the date of termination of voluntary engagement, Deadly Connections Community and Justice Services Volunteers shall be restricted, without written authority from the Chief Executive, from disclosing or making use of any information in their knowledge or possession relating to the research, development or design of any program, or any information, including marketing or product plans, of a sufficiently high degree of confidentiality to amount to a trade or brand secret.  **8. Acceptance**  Please sign this agreement and return it to the relevant Volunteer Coordinator in the office where you are volunteering.  On behalf of Deadly Connections Community and Justice Services: Volunteer: ABN 55 628 603 396  **SIGNED: SIGNED:**  **DATE DATE:**  **NAME: NAME:**  **POSITION: POSITION:**  I have had the opportunity to clarify any information that I do not understand in regards to this agreement: Y 🞏 N 🞏 |

|  |
| --- |
| **Privacy statement:**  The personal information on this form is being collected for the purposes of recruiting and selecting volunteers to perform volunteer duties with Deadly Connections.  **The information may also be required for evaluation purposes.**  Any evaluation reports developed will not identify individual volunteers by name. Your permission will be sought prior to sharing this information with any third party other than Street Industries and Deadly Connections. |
| By signing this form I attest that the information supplied is true and accurate.  I understand that submitting this application form does not automatically register me a volunteer but that there is a selection process including (but not limited to);   1. completion of a satisfactory Working With Children Check 2. a face to face interview 3. referee checks 4. participation in training 5. commitment to a six week probationary period with a 3 week mid probationary review.   I confirm that I am willing to volunteer for a minimum six month period and to attend programs a minimum of once per month (applicable to direct face to face volunteers only).  **Signature:**  **Name: Date:**  **Please record any questions or clarifying information that was discussed;**  **I agree that I have been provided with a copy of the Deadly Connections Volunteer Policy 🞏 Yes 🞏 No**  **I acknowledge that I can obtain copies of any other policies to assist me whilst volunteering with Deadly Connections 🞏 Yes 🞏 No** |

***Deadly Connections is committed to the safety and wellbeing of all children and young people accessing our service and/or programs. We support the rights of the child and will act without hesitation to ensure a child-safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for themselves and for all participants.***