**New Volunteer Appointment Form**

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Existing 🞏 New Hire 🞏

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| **Appointee details** |  | |
| Title |  | |
| Frist Name |  | |
| Surname |  | |
| Gender |  | |
| Date Of Birth |  | |
| Address |  | |
| Email Address |  | |
| Phone Number |  | |
| Emergency Contact Details | Name | Relation |
| Address | Phone No. |

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| **Volunteer Visa Details** |  |
| Citizen/ Permanent Resident |  |
| Visa Status- **what type of visa?** |  |

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| **Volunteer Details** |  |
| Uni Key for Sydney University |  |
| Have they ever been with Sydney University (Yes/No) |  |
| Reporting to |  |
| Department / Group |  |
| Details of proposed activities |  |
| Start Date |  |
| End Date |  |

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| **Lab Access** |  |
| Does the role require lab access? |  |
| **Computer Access** |  |
| Does the role require computer access? |  |
| **Desk** |  |
| Does the volunteer require a desk? |  |

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| --- | --- |
| **Research Participant** |  |
| Will the new appointee come into contact with patients/ participants? |  |
| Will the new appointee be involved in researchwith study participant? |  |
| Police and Working With Children check required? |  |

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| **Duties to be undertaken by volunteer** |  |
| Please list the duties to be undertaken |  |