




Volunteer Data Form - Archdiocese of Brisbane

PART A: Personal Details												
Surname:						First Name:						
Salutation:						Preferred Name:						
Date of Birth:						Gender:		Male		Female	Prefer not to disclose	
Home Address:		Unit:		No:		Street:						
Suburb/Town:					State:					Postcode:		
Phone No:		Home:					Mobile:					
Email:												
Postal Address: (if differs to home)		Unit:		No:		Street:						
Suburb/Town:					State:					Postcode:		
<i>Contact details may be used for communication purposes. An email address is essential to enable the provision of legally required mandatory compliance training.</i>												

PART B: Emergency Contacts and Medical Details							
Emergency Contact Name:		Relationship:					
		Contact Phone:					
Any pre-existing conditions that may impact your capacity to perform your duties:				Yes		No	
If yes, specify:							
<i>Unless specified above, by signing this form you certify that you are unaware of any pre-existing injury or illness you have which could be affected by the nature of this work required of the role.</i>							

PART C: Volunteering Details							
Position Title:							
Parish/Agency/Service:							
Reporting to:							
Date Commenced:					Indicate days and times below:		
Monday				Thursday			
Tuesday				Friday		Other relevant information:	
Wednesday				Saturday			
Previous volunteers or employees of the Archdiocese of Brisbane, please provide details below:							
Position:				Date From:		Date To:	
Position:				Date From:		Date To:	
Reason for leaving							
Yes		Existing volunteers only (tick box only if this applies) Currently have possession of Parish keys / passes as detailed below:					
Details							

Part D: Screening Requirements					
Blue Card No:		Type:		Expiry Date:	
Police Check:		Issued:			
I have been provided with a copy of the Code of Ethical Behaviour.					
I have completed Safeguarding Training				Year:	
I understand that I must notify the Archdiocese of any changes to my criminal history.					
	Current Parish Volunteers STOP here and then sign form at Part G.				

Under the Archdiocesan Safeguarding Children and Vulnerable Adults Prevention and Protection Policy any person wishing to volunteer in child or vulnerable adult related ministries, is required to provide two referees and to undertake other screening requirements.

Referees – Not related to the volunteer. (New Applicants only)			
Name:		Phone:	
Name:		Phone:	

Part E: Other Compliance Requirements (If relevant to role/position)					
Driver's Licence:		Class:		Expires:	
State:		Conditions/Limits:			
First Aid Cert.:		Issue Date:			
CPR Cert.:		Issue Date:			
Passport Origin:		Expires:			
Visa Type:		Number:		Expires:	

Part F: Equal Employment Opportunity (Not Compulsory)
Your completion of the following information is for statistical purposes only and will assist in monitoring employment equality and diversity outcomes. Please select if either of these are applicable to you:
An Indigenous Australian.
From any other country other than an English speaking background.

Part G: Declaration:			
I declare that the above details are true and correct and I understand that I must notify the Archdiocese immediately of any change to these details.			
Name: (print)		Signature:	Date:
For Parish volunteers, please return the completed form directly to your Parish			
All others, please return to People and Culture Office : GPO Box 282, BRISBANE QLD 4001 or hroffice@bne.catholic.net.au			

Privacy Statement: Privacy collection statement: The Parishes, schools and agencies of the Archdiocese of Brisbane (we, us or our) may collect, use and disclose personal information about you. We collect personal information directly from you and may also collect personal information passively through our website. We collect your personal information to fulfil the mission and directions of our organisation, to administer the sacraments and provide pastoral care to you, to provide you with other services and products you are seeking, to communicate with you about the services and products we offer, to solicit donations and to comply with our legal and regulatory requirements. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with the services or products you seek. We may disclose personal information about you to our Parishes, schools and agencies and service providers who assist us in operating our organisation. Our Privacy Policy (available on our website or on request) sets out how you can access and ask for correction of your personal information, how you can complain about privacy-related matters and how we respond to complaints. Contact details: Privacy Officer, GPO Box 282, Brisbane, Queensland, 4001, email: privacyofficer@bne.catholic.net.au, telephone: +61 7 3324 3579

Part H: HR use only			
Risk Classification:			
Comments:			
Name:		Signature:	Date: