

Thank you for your interest in volunteering with Clayton Church Homes.

In completing this form, please respond to all questions using BLOCK letters.

Submit your completed and signed form

- via email: info@claytonhomes.com.au
- or post to:
Clayton Church Homes
PO Box 3067
NORWOOD SA 5067

AREA OF INTEREST & AVAILABILITY

Area of Interest: Lifestyle Activities Café/Shop One on One Visits

Comments (ie. Gardening)

Please indicate your availability:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

PERSONAL DETAILS

Title: Mr Mrs Ms Miss

Surname: Date of Birth:

Given Names: Preferred Name:

Residential Address:

Town/Suburb: State: Postcode:

Home Telephone: () Mobile:

Email Address:

Do you speak another language: YES NO

OTHER INFORMATION REQUIRED

Are you an Australian Resident? YES NO
(If no, please provide a copy of your passport and visa)

Are you prepared to undergo a criminal history record check as part of your application? (Note: A satisfactory clearance is required for all our volunteers) YES NO

EMERGENCY CONTACT

Relationship to Applicant:

Title: Mr Mrs Ms Miss

Surname: Date of Birth:

Given Names: Preferred Name:

Residential Address:

Town/Suburb: State: Postcode:

Home Telephone: () Mobile:

Email Address:

EDUCATION AND QUALIFICATIONS

Have you had any First Aid Training? YES NO

If Yes, please provide details:

Would you consider any additional training? YES NO

Do you have a current and full drivers licence? YES NO

EMPLOYMENT STATUS

Are you currently:

Employed Unemployed Retired Other

SKILLS, HOBBIES & INTERESTS

Why do you want to become a Volunteer with CCH?

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Do you have any medical/other conditions which might impact your performance as a volunteer? If so, please provide details, or indicate if you would like to discuss in person?

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What are your hobbies and interests?

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What skills are you able to offer?

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How did you hear about CCH Volunteer services? (Please tick all that apply)

CCH Website Flyer/Handout Social Media Word of Mouth

Other

VOLUNTEER INVOLVEMENT (PAST AND CURRENT)

Do you have any previous volunteering experience? If yes, please describe?

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Are you currently volunteering with another organisation? If yes, please provide details:

Organisation: Location:

Contact Person: Contact Number:

Days/Hours:

REFEREE NAME AND CONTACT DETAILS

Title: Mr Mrs Ms Miss

Surname: Given Names:

Relationship to Applicant:

Contact Number:

Email Address:

DECLARATIONS & SIGNATURE

- I declare that the statements made by me and the information provided in this application, along with any supporting documentation, is true and correct in every way.
- I understand that I must be able to carry out the required duties of the volunteering role to the best of my ability and will advise CCH of any changes to my health that may impact my services as a volunteer, which may result in discontinuation of my service as a volunteer with CCH due to ill health and safety concerns.
- I agree to abide by, at all times, the requirements of CCH Code of Conduct, Vision, Mission, Guiding Principles and Organisational Values. I will also observe, respect and adhere to all CCH policies and procedures including privacy and confidentiality requirements. I acknowledge that failure to do so may impact on my ability to continue as a volunteer with CCH.
- I acknowledge the confidential nature of non-public information and will maintain strict confidentiality with all CCH information including all care recipient information. I acknowledge that a breach of this will impact on my ability to continue as a volunteer with CCH.
- I give permission for CCH personnel to contact my referees and any organisation I have provided in order to verify my work / volunteer history and progress my application for volunteering with CCH.
- PRIVACY STATEMENT:** The personal information on this form is being collected for the purposes of recruiting volunteers seeking to provide their services to Clayton Church Homes. I agree to CCH using/storing my personal information as described in the Privacy Disclosure Statement (see below), including CCH administrative personnel accessing my contact details as required.

Applicant's Signature: **Date:**

PRIVACY DISCLOSURE STATEMENT

Clayton Church Homes acknowledges and understands the importance of protecting the privacy of personal information.

COLLECTING YOUR INFORMATION

When applying for a volunteer position at CCH, you will be required to provide certain information about yourself which CCH collects in order to assess your application.

The required information is generally collected directly from you through written materials (e.g. application form) and verbal discussions, including referees and interviews.

CCH may also collect information about you from third parties.

CCH will conduct criminal history screening checks and may collect and store information about you as required by particular law.

If you do not provide CCH with the information required, your application may not be successful.

USE AND DISCLOSURE OF YOUR INFORMATION

Any information provided to CCH is kept secure at all times, and stored for as long as required.

After legal obligations to retain it have expired, written information will be shredded and electronic data erased.

CCH will not disclose your personal information to third parties, except with your consent or in accordance with the Commonwealth Privacy Act 1988, or unless particular laws require its collection (ie. Government agencies).

Prior to providing CCH with the name and contact details of any other individual (such as your referee) in relation to your application, you must:

- obtain consent for including their personal information on your application
- advise that they can request to access or seek clarification on their personal information collected and held by CCH by contacting CCH Privacy Officer (refer contact details section).

ACCESS / CORRECTIONS TO YOUR INFORMATION

You may request access to personal information held about you by CCH at any time.

Requests must be made in writing, stating the nature and details of the information you require, and the reason for which you are seeking to access this information.

CCH will correct / update any of your personal information held, at your request.

COMPLAINTS

Every endeavor is made to protect your privacy and personal information. In the event that you are not satisfied with the way in which CCH manages privacy matters, please contact us. If we are unable to resolve your concern, you have the right to contact the Australian Privacy and Information Commission on 1300 363 992.

CCH CONTACT DETAILS

Please contact our Privacy Officer with any enquiries or to request access to your personal information.

Telephone: (08) 8404 8200

Email: info@claytonhomes.com.au

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NORWOOD SA 5067

www.claytonhomes.com.au

Clayton Church Homes is committed to respectful and professional conduct at all times.