

Volunteer Application Form

Glen Park Oaks Community Garden



Personal information

First Name Required	<input type="text"/>	Gender	<input type="checkbox"/> Woman	<input type="checkbox"/> Self-describe
			<input type="checkbox"/> Man	<input type="checkbox"/> Prefer not to say
Surname Required	<input type="text"/>	Phone Required	<input type="text"/>	
Date of Birth Required	<input type="text"/>	Email Required	<input type="text"/>	

Address Required	<input type="text"/>		
Suburb Required	<input type="text"/>	Postcode Required	<input type="text"/>

ID Number – Working with Children Check	<input type="text"/>	Expiry Date – Working with Children Check	<input type="text"/>
--	----------------------	--	----------------------

Emergency contact details

Full Name Required	<input type="text"/>		
Relationship	<input type="text"/>	Phone Required	<input type="text"/>

Medical information

Maroondah City Council has a duty of care to protect your health and/or safety while you are a volunteer. Your answers to the following questions will be kept confidential. Do you have an existing medical condition or injury that may impact your ability to undertake the volunteering tasks?

Yes

No

If yes, please provide details of the condition or injury and how it will impact your ability to complete volunteer tasks

Declaration (please read the statements below)

- I understand as a volunteer my activities with Council will be unpaid.
- I will follow all established safety rules and directions and be conscious of my own safety and that of others.
- I will immediately report any safety concerns.
- I will carry out all activities (as per agreement with Council's Community Development team) with due care and to the best of my ability.
- I will not undertake activities other than those approved by Council's Community Development team.
- I will disclose any medical condition that may affect my voluntary activity.
- I will maintain the highest standard of confidentiality with any information obtained during my time volunteering with Council.
- I understand that I may be required to undertake induction and/or training as part of my role as community garden volunteer.
- I understand that I may be required to participate in an interview, reference checks and background checks such as working with children checks/police checks.
- I understand that Council is a child safe organisation where all children and young people are valued and protected from harm and abuse.
- I agree to comply with all relevant child safety legislation, and with the responsibilities and requirements of a Council volunteer as outlined in Council's *Child Safety and Wellbeing Policy*, including complying with Council's Child Safe Code of Conduct. This policy is available at www.maroondah.vic.gov.au/About-Council/Our-organisation/Policies/Child-Safety-and-Wellbeing-Policy
- I declare that the information contained in this application is true and correct.

I acknowledge that I have read and accept the statements above.

Required

Signature

Required

Date

Required



Please return completed form to:

Email: robyn.williams@maroondah.vic.gov.au

Mail: Maroondah City Council. PO Box 156, Ringwood 3134.

In person: Council's Customer Service Centre. 179 Maroondah Highway, Ringwood.

Your privacy: Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy and Data Protection Act 2014 and the Health Records Act 2001. The information you provide on our forms is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer and Health Records Officer on 9298 4211 or email to privacy@maroondah.vic.gov.au