

Applicant Name: _____

Volunteer Application Form



Presbyterian Church of Queensland

This form is to be completed by volunteers involved in approved PCQ events, eg Sunday School, Kids Clubs, Youth Groups, Crèches, Music Teams and Camps (ie everything involving children under 18).

CONFIDENTIAL

Presbyterian Church of Queensland

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Facsimile: 07 3716 2810

Level 4/19 Lang Pde

Email: volunteers@pcq.org.au

Auchenflower, Qld 4066

Personal Details (Please complete every section)

Title: _____ Name: _____

Home Address: _____

_____ Postcode: _____

Phone: _____(Hm) _____(Mob)

Email: _____ Date of Birth: _____

Marital Status: Single Married Previously Married Widowed

Occupation: _____

Do you have any mental or physical issues that your church should be aware of? **YES / NO**

If YES, please give details: _____

Have you had any criminal convictions? **YES / NO**

If YES, what was the nature of the conviction: _____

Do you have a Children's Commission Blue Card? **YES / NO**

If YES, provide Card Number: _____ and Expiry Date: _____

If NO, please complete an application and submit it to your Team Leader or coordinator.

Please note: PCQ will not approve Team Members who do not have a Blue Card. If you are applying for a card, your team membership is provisional until you have received a card.

Do you have a current Level 2 / St Johns Senior First Aid Certificate? **YES / NO**

If Yes, First Aid qualification Expiry Date: _____ CPR Expiry Date: _____

Have you any skills that will assist your proposed ministry (eg bus driver, cook, musician, IT skills, admin skills)? **YES / NO**. If yes, please provide details: _____

ChildSafe Training

Have you completed PCQ ChildSafe training? **YES / NO**

If YES, when Date: _____

OR

Have you have completed ChildSafe type training with SU or elsewhere? **YES / NO**

If YES, please detail training provider:

Location of training: _____ Date: _____

Volunteer Code of Conduct

As a volunteer in a PCQ Ministry, I:

- 1) Accept and agree to work in accordance with PCQ's Child Protection Policy.
- 2) Will act according to Biblical standards in my personal life and relationships.
- 3) Accept that I will not involve myself in unaccompanied or unobserved activities with participants on any PCQ program.
- 4) Will treat people with respect and dignity regardless of age, gender, religious/denominational affiliation, sexual orientation or personal circumstances.
- 5) Accept and agree to work in accordance with PCQ Child Protection Policy and ChildSafe Procedures.
- 6) Accept responsibility for duty of care for participants in the program.
- 7) Understand that any perpetration of verbal, emotional, physical or sexual abuse or harassment is unacceptable and will be treated seriously and sensitively, and reported in accordance with PCQ mandatory reporting guidelines.
- 8) Will act with courtesy, consideration and good judgement, in all interpersonal relationships.
- 9) Agree to carry out my task in accordance with the principles and values of the Presbyterian Church of Queensland.
- 10) Will not engage in any illegal activity or assist persons engaged in illegal activities.
- 11) Will respect the authority of leaders over me and act in accordance with their directions.
- 12) Will complete training as required by PCQ in relation to the role I will play as a volunteer.
- 13) Will care for and maintain PCQ's resources provided for my program.

PCQ agrees to:

- 1) Educate and train volunteers in their duties and responsibilities.
- 2) Support volunteers as they carry out their roles.
- 3) Provide policies and procedures for best practice and high levels of safety and care.
- 4) Adequately insure its volunteers and their approved programs.

Declaration

- I have read the Child Protection Policy and ChildSafe Team Member handbook pp16-21 and agree to work within these guidelines.
- I have read the PCQ Code of Conduct (above) and will work under this code.
- I have already completed ChildSafe training, or I will be trained in ChildSafe practices and will follow these accordingly.



Signature

Date

If you are unable to sign this statement and still wish to be involved, please contact your minister or coordinator.

Please return this form to your Team Leader or Coordinator

Referee Recommendation

(to be completed by Team Leader / Coordinator, Elder or Minister)

Have you known _____ for at least 12 months? **YES** (go to para 2)
Applicant's Name **NO**

1. If you have NOT known the applicant for at least 12 months the following confirmations of suitability must be obtained:

(a) For applicants transferring from another **Presbyterian congregation**, confirmation must be obtained from ONE previous referee, minister or coordinator.

Referee's Name : _____ Church: _____

Phone Contact: _____ Email: _____

Position Held: _____ Confirmed on: _____

(b) For applicants transferring from **another Christian denomination**, confirmation must be obtained from ONE person in that denomination authorised to give such confirmation.

Referee's Name : _____ Church: _____

Phone Contact: _____ Email: _____

Position Held: _____ Confirmed on: _____

(c) In all other cases confirmation must be obtained from TWO referees from within your congregation, one of whom must be an elder or minister.

Elder / Minister: _____ Confirmed on: _____

Summary of Feedback: _____

Referee's Name : _____ Confirmed on: _____

Summary of Feedback: _____

2. Based on your personal knowledge of the applicant and / or information from referees, do you consider the applicant SUITABLE to work with children and young people within the Church's ministry, in terms of both their CHARACTER and present CHRISTIAN COMMITMENT? YES / NO

If NO, please provide details of unsuitability _____

Do you recommend this person as a Team Member: **YES / NO**

Team Leader: **YES / NO**

Referee's Name

Signature

Date

Session Approval

On ____ / ____ / ____ Session approved this person to work with children under 18 years of age at **mitchelton presbyterian church**.

Filing Action: This form is to be retained in the office of the approving church and the name of the applicant and the date of their approval advised to PCQ.