

Volunteer Application Form

Glen Park Oaks Community Garden



Personal information

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

Address	Required
Suburb	Required
Postcode	Required

ID Number – Working with Children Check	Expiry Date – Working with Children Check

Volunteers aged under 18 years

If volunteers are under 16 years of age, a parent/guardian must sign this form and be present during volunteer activities. Volunteers between the ages of 16 and 18 can volunteer without a supervising parent/guardian present only if parent/guardian signs this form.	Name of parent/guardian	Required
	Signature of parent/guardian	Required

Emergency contact details

Full Name	Required
Relationship	Phone
	Required

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