

## CCH Volunteer Registration Form

Name:

Phone:

Email:

Address:

Date of Birth:

Preferred method of communication:      Phone/SMS:      Email:

Emergency Contact Details:

	Name	Phone:	Relationship:
1.			
2.			

Do you have any medical issues or illness that may assist emergency personal in case of emergency?  
E.g. asthma, epilepsy, diabetes, allergies etc.

What is your availability? Day/s:      Hours:

Please let us know if you have any current certificates: *(certificates must be sighted by Community House staff)*

Police Check:      Working with Children:      First Aid Training:      Food Handling:

Any other relevant qualifications:

Relevant Skills?

Are you computer literate? *(please select options below)*

Word:      Excel:      PowerPoint:      Outlook:      Other:

Languages other than English?

How did you hear about us?

Would you like to subscribe to our e-newsletter?      Yes:      No:

Do you give permission to CCH to take & use (respectfully of course) photos of yourself for the purpose of publicity/advertising/promotion, such as on social media?      Yes:      No:

Referees: *(we will talk to you before calling referees)*

Name:

Phone:

Relationship:

1.

2.

Please read the following Statement of Values which Castlemaine community house works with, and expect all staff, volunteers, contractors, students, members & visitors to follow:

### **Statement of Values**

1. **Respect:** We value the inherent dignity & equality of all people regardless of circumstances.
2. **Justice:** We value the equality of opportunity, social inclusion & consistency of outcome for all.
3. **Commitment:** We value of responsibility to the community & the environment in line with our Mission and Vision.
4. **Integrity:** We value consistency between word and deed.
5. **Accountability:** We value the acceptance of personal responsibility.
6. **Co-operation:** We value working together will all communities to meet community needs.

Before being accepted as a volunteer at Castlemaine Community House, all applicants must:

- Complete a Police Check (*Reception Volunteers*).
- Hold a current or apply for a Working with Children card.
- Give permission for their details to be shared with Tarrengower Prison, for cross-checking with prison contacts. (*Community Lunch Volunteers*).

### **Please sign below to indicate your agreeance to:**

- A Police Check (if required)
- Apply for a Working with Children card
- Sharing of details with Tarrengower Prison (if required)
- Be guided at all times whilst at Community House / representing Community House by our Statement of Values
- Authorise CCH staff to seek medical, hospital or ambulance care for myself in the event of an emergency.

***The information you provide will be strictly confidential & will not be sold, reused, rented, loaned or otherwise disclosed without your consent.***

Signature:

Date:

*Thank you for generously volunteering you time with Castlemaine Community House!*

**OFFICE USE ONLY:** Police Check:

Working with Children Check:

Social Planet:

Tarrengower Notified: