Volunteer Screening and Reference Check Consent Form

The Smith Family
Learn today, change tomorrow.

To progress your volunteer application, **please return the completed Volunteer Screening and Reference Check Consent Form, your Selfie ID, and your current WWCC details (if you have them) to your Smith Family Contact.**

Volunteer Applicant Details (*denotes mandatory field)					
First Name* (as stated on ID)		Last Name* (as stated on ID)			
Middle Name* (or N/A if none)		Preferred First Name (if applicable)			
Mobile Phone*		Date of Birth* (dd/mm/yyyy)			
Email*					
Unit/Street No.*		Street Name*			
Suburb*		State*	..	Postcode*	
Role Applied For*					

Are you of Aboriginal and/or Torres Strait Islander descent? *Providing this information is optional and helps The Smith Family better understand and support the diversity of our volunteer community.*

Please select one:

- ☐ No, I am not of Aboriginal and/or Torres Strait Islander descent
- ☐ Prefer not to say
- ☐ Yes, I am of Aboriginal and Torres Strait Islander descent
- ☐ Yes, I am of Aboriginal descent
- ☐ Yes, I am of Torres Strait Islander descent

Required Screening Checks

The Smith Family takes seriously our responsibility to always provide safe environments for the children and young people participating in our programs and activities. As such, all employees and volunteers must undergo appropriate screening relevant to their roles. If you have any questions about the screening process, please speak with your Smith Family contact or email volunteer@thesmithfamily.com.au.

Alongside an interview, below are the required checks for your role, with links to relevant instructions:

Requirements	**Resources and Instructions**	
1. Nationally Coordinated Criminal History Check (NCCHC) serviced by fit2work	A link will be emailed to you directly from fit2work fit2work preparation guidelines	
2. State/Territory-specific Child Protection/Working with Children Check (provide number or apply)	WWCC or Application Number (if you have one):	
	To apply, see these WWCC guidelines	
3. A selfie of you holding your ID	Take a selfie ID and return with this form	
4. Referee Contact Details	See page two of this form	

Referee Contact Details

Reference checks are part of our volunteer recruitment process. **Please provide at least two referees who have known you for two years or more**. Referees cannot be your partner/spouse, a relative, or a relative of your partner/spouse. To help us complete the checks promptly, please:

- Include a phone number and email address for each referee
- Provide an additional referee if possible
- Let your referees know to expect a call from The Smith Family

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Referee 1 (required)			
Full Name		Contact Number	
Email			
Nature of Relationship	☐ Professional (e.g. colleague, teacher) ☐ Personal (e.g. friend, coach, neighbour)	Length of time they have known you	☐ 2-5 years ☐ More than 5 years
Referee 2 (required)			
Full Name		Contact Number	
Email			
Nature of Relationship	☐ Professional (e.g. colleague, teacher) ☐ Personal (e.g. friend, coach, neighbour)	Length of time they have known you	☐ 2-5 years ☐ More than 5 years
Referee 3 (optional)			
Full Name		Contact Number	
Email			
Nature of Relationship	☐ Professional (e.g. colleague, teacher) ☐ Personal (e.g. friend, coach, neighbour)	Length of time they have known you	☐ 2-5 years ☐ More than 5 years

Consent and Declaration

I, _____, (full name)

i. certify that the information provided on this form and accompanying attachments is true, accurate and complete. I acknowledge that any information sent by mail or electronically is sent at my risk, and I am aware of the consequences of sending information in these ways.
ii. consent to inquiries being made to establish the accuracy and validity of the information and proof of identity provided. I understand that this may involve checking this information with issuers or official record holders, and I consent to The Smith Family and the relevant authorities disclosing information for this purpose.
iii. obtained permission from the referees listed to provide their information and I consent to The Smith Family contacting the referees with the details provided.
iv. consent to the use of my information as outlined in The Smith Family's Volunteer Privacy Policy and Data Collection Statement, and for personal information provided and collected during this application and screening process to be used as part of the assessment to determine my suitability for a volunteer position.
v. acknowledge that I hold the responsibility to withdraw consent to screening and can do so by contacting The Smith Family.
vi. agree to comply with The Smith Family's Code of Conduct and policies related to the safety and wellbeing of children and young people, including privacy and confidentiality.
vii. understand that I should seek guidance from The Smith Family if I am unsure about any aspect of my volunteering, and I agree to undertake training to enable me to fulfil the responsibilities of my role.

e-Signature (type in)		Date Signed (dd/mm/yyyy)	