



VOLUNTEER INFORMATION AND REFEREE CONSENT FORMS

USE

This document is referred to in the *SDA Church Child and Vulnerable Person Protection Policy* [CVPPP] – section 12.5.13, page 24] and in the *SDA Church Role Requirements Guidelines* [RRG] – Section 11.1.8c, page 25]

PURPOSE

The purpose of this form is to collect the details of persons new to the church community or being considered for a child related role for the first time, and the names of persons who could act as referees about this person's work in other contexts.

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ACKNOWLEDGMENT

Adsafe Limited would like to acknowledge the tireless work of Safe Place Services in developing and implementing child safe policies over its 16 years of service to the church.

All prospective staff and volunteers new to the organisation or role being considered for a church governance position or who would be working with children or young people under 18 years, are to use this form to assist those who appoint staff.

This form will be stored securely and privately by the Nominating Committee or team responsible for appointments and is to be used only in the appointment process. In accordance with legislated privacy principles, personal information is not to be used for purposes other for than which it is collected and not shared with any other organisation.

VOLUNTEER DETAILS

Full Name: _____ Date: ____ / ____ / ____
First Middle / Initial Last DD MM YYYY

Other names known by: _____
eg Maiden name

Phone: _____
Mobile Home

Email: _____

GOVERNMENT ISSUED ID OR DOCUMENT

Document Type: _____
Driver's Licence, Passport, Medicare Card

Document Number: _____ Expiry Date: ____ / ____ / ____
DD MM YYYY

IN CASE OF EMERGENCY

Name: _____ Relationship: _____
Spouse / Parent / Other (specify)

Email: _____

INFORMATION CONSENT

Please tick the box and sign below to indicate that the details provided above are true and correct and that you agree to abide by the statements made below.

- I understand that all child-related roles within the SDA church have legislative and policy requirements. If I am appointed to one of these roles I understand that before taking up the appointment I will be required to (1) complete a Working with Children Check or equivalent, (b) complete Adsafes Awareness training, and (3) sign an Adsafes Code of Conduct.
- I understand that policy requires the church to screen the names of prospective appointees against Adsafes database of known offenders and I am willing for my name to be screened.

Signature: _____ Date: ____ / ____ / ____
DD MM YYYY



REFEREE INFORMATION

Please provide two referees (non-relatives) who would be willing to comment on your suitability for working with children or young people (under the age of 18 years). If you currently work in or have recently left a position (paid or voluntary) working with children or young people, one referee must be provided from that organisation. This referee should be able to comment on your current work or recent departure from such a position.

Referee 1

Full Name: _____ Phone: _____
First Middle / Initial Last

Email: _____

Position: _____

Known: _____
How you know the referee How long you have known them for

Referee 2

Full Name: _____ Phone: _____
First Middle / Initial Last

Email: _____

Position: _____

Known: _____
How you know the referee How long you have known them for

REFEREE CONSENT

Please tick each box and sign to indicate your understanding and agreement with each statement and the truthfulness of referee information provided on this page.

- I have asked the persons listed above to act as referees for me and given them permission to speak about my work in previous roles.
- I give permission for the relevant appointing officer(s) of the local Seventh-day Adventist Church or church entity to contact the referees named above in order to conduct a referee check.
- Information provided by me on this form is given truthfully, honestly, and accurately to the best of my knowledge.
- I am aware and agree that the referee check is confidential.

Name: _____

Signature: _____ Date: / /
DD MM YYYY