



YWCA of Adelaide
 17 Hutt Street
 ADELAIDE SA 5000
 T. +61 8 8203 9400
 F. +61 8 8203 9498
 E. office@ywca.com.au
 W. www.ywca.com.au



Big Brothers Big Sisters / Connect-4 Group Mentoring Volunteer Application & Referee Nomination Form

Personal information provided on this form will be handled in a manner consistent with applicable Privacy Laws.

Section A

Full name:

Any previous name(s):.....

Date of birth: Gender: Male / Female

Home Address:

..... Postcode:.....

Phone: (Home): (Work):

(Mobile): (Email):

Length of time at the above address:.....

If you have been living at your current address for less than one year, please note your previous address:

.....

Emergency contact: Name:

Relationship:..... Phone: (Home).....

(Work)..... (Mobile)

Section B

How did you learn/hear about Big Brothers Big Sisters/Connect-4?

.....

Have you ever applied to be a Big Brother/Sister or Connect-4 Group Captain before?

Yes / No If yes, when did you volunteer and with which agency?

.....

Section C

Occupation:

Name of Employer:.....

Length of time with current employer:

Work Address:

.....

Can we contact you at work? **Yes / No**

Would you be available for interviews during business hours? **Yes / No**

Please list previous employment (including positions held, name of employers and dates):

1).....

.....

2).....

.....

3).....

.....

Please list voluntary work (including position held, name of organisation and dates):

.....

.....

.....

.....

Section D

What is your current relationship status?

Do you have any children? **Yes / No**

Number of children: Ages of boys: Ages of girls:

Section E (Big Brothers Big Sisters only/optional)

Big Brothers and Big Sisters may be matched with young people from a similar cultural and/or religious background.

Background (cultural/religious):

Languages spoken:

Section F

Volunteer Big Brothers, Big Sisters and Connect-4 Captains are often required to collect and return a young person from their place of residence.

1. Do you have a current driver's license? **Yes / No**

2. Licence No: State Issued: Expiry Date:.....

3. Do you own or have access to a vehicle? **Yes / No**

4. Is your vehicle registered and in a roadworthy condition? **Yes / No**

5. What type of insurance do you have for your car?

Connect-4 only

Would you be willing to use it for transporting young people to the group days? **Yes / No**

If yes, how many young people could your vehicle potentially carry safely?

Section G

a) Do you have any health conditions or disability which may impact upon your involvement in the program? **Yes / No** If yes, please specify:.....

.....

b) Have you ever or are you currently receiving therapeutic counselling, psychiatric or prolonged medical treatment? **Yes / No** If yes, please specify:

.....

c) Do you have, or have you ever had, a problem with excessive alcohol or drug use? **Yes / No** If yes, please specify

d) Do you use any form of drugs (prescription or other)? **Yes / No** If yes, please specify..

.....

Section H

Some laws prevent people from working with young people if they have certain criminal convictions. The YWCA of Adelaide also seeks to protect the safety of young people by excluding applicants with certain criminal convictions.

1. Have you been charged or convicted of any offence*; received a finding of guilt (either with or without conviction), good behaviour bond or other court order; and/or have any matters awaiting court hearing or current investigation? **Yes / No**

If yes, please specify:

.....

** NB. You are under no obligation to provide details of spent convictions unless they relate to 'designated offences', which must be disclosed. 'Designated offences' are any sexual offences and any offences against the person if the victim of the offence was under 18 at the time the offence was committed. You should disclose any such offences.*

2. Do you consent to undertaking a National Criminal Record Check (NCRC)*? **Yes / No**

** NB. If you choose not to consent to such checks, The YWCA of Adelaide will not be able to consider your application Any offer of a voluntary placement will be subject to a satisfactory NCRC.*

3. Is there anyone a young person may have contact with whilst in your care who has been arrested, charged or convicted of any criminal offence and/or has any charges pending? **(Big Brothers Big Sisters only) Yes / No** If yes, please specify:

.....

.....

Section I

Please name all clubs, groups or organisations to which you belong or are a member:

.....
.....
.....
Why do you want to become a Big Brother, Big Sister or Connect-4 Group Captain?

.....
.....
.....
.....

What do you hope your friendship with a young person will achieve?

.....
.....
.....
.....

Is your household or other significant persons to you, supportive of you becoming a Big Brother/Big Sister/Group Captain? **Yes / No**

Please list some of your hobbies and interests which may be of interest to a young person:
.....
.....
.....

Section J

Have you resided in an overseas country for a period of 12 months or longer during the past 10 years? **Yes / No** If yes, please specify:

.....
.....
.....

What is your official citizenship and residence status?

.....

Do you agree to undertake a 100 Point Identity Check? **Yes / No**

Section K

1. Do you sincerely feel you can meet the minimum commitment? *(Please indicate program)*

Big Brothers Big Sisters one hour, 3/4 times per month for 12 months (or longer)?

Yes / No

Connect-4 Group Mentoring 2-5 hours bimonthly group activity

Yes / No

2. Do you agree to participate in training?

Yes / No

3. Do you agree to undertake a 100 Point Identity Check?

Yes / No

(Big Brothers Big Sisters only)

Are you anticipating any changes to your circumstances in the next year that may impact upon your match? (e.g. marriage, moving residence, employment, children etc.)

Yes / No

Please describe:
.....
.....

If selected, do you agree to maintain regular contact with staff for support and supervision?

Yes / No

Is there anything else that the YWCA of Adelaide should know about you that would help us with assessing your application?

.....
.....
.....

Section L

Volunteer Policy & Profile

Big Brothers - Big Sisters and Connect-4 Group Mentoring are social service programs designed to help young people who have shown a need for a strong relationship with an interested adult. While the programs are interfaith and interracial ones, the desires of the young person's parent or guardian are respected in the selection of the appropriate adult or 'captain' for each young person.

Information for Big Brothers Big Sisters Applicants:

In determining whether an applicant may be considered for a match and the extent to which information shall be communicated to both parties, due consideration is given to past and present factors in the health, personality and behaviour of each individual and/or family constellation. The YWCA of Adelaide may deem certain information as having the potential to affect the relationship adversely if revealed at an inappropriate time. While relevant information shall be provided, the names of the parties described shall be held confidential before a match is made. Any party has the right to refuse to enter into the match based upon the information so communicated.

The screening and selection process (e.g. interviews, police check) are designed to establish a profile of you and your interests. This profile will be used by the YWCA to best match you with a 'Little'. As a volunteer, your profile will be kept in the strictest confidence prior to being matched. However, relevant information relating to your profile may need to be shared with the parent or guardian (who has responsibility for the little or crew member) as deemed appropriate by the worker. Please inform the YWCA of Adelaide if there is any personal information about your profile that you would prefer not to be shared with the parent/guardian. A similar profile of the young person and the family will be discussed with you prior to matching, to ensure that your desires are respected.

Information for Connect-4 Group Captains:

You will receive a very basic profile about the members of your crew prior to and during the activity. Personal information about your profile will not be shared with the parent/guardian unless the program staff feel that it is imperative that they know certain details and we will discuss this with you first instance. You are not permitted to give the young people your contact details. Equally, you are not permitted to see the young people in an unsupervised environment unless the worker has specifically organised you to assist with transport for the activity.

Section M

I acknowledge and agree that:-

- I am performing the role of a 'Big' or Connect-4 Group Captain in a voluntary capacity.
- The agency is not obliged to provide an explanation, should my application be unsuccessful.
- The agency is not obliged to match, or actively seek to match me with a 'Little' or 'crew'.

Privacy Notice

All personal information will be collected and handled by the YWCA of Adelaide in accordance with our Privacy Policy. If you have not been provided with a copy of this policy, please ask for one.

Collection

The personal information (including sensitive and health information) that is collected by the YWCA of Adelaide is information necessary for its functions and activities. In particular, it is necessary to:

- a) Assess suitability
- b) Establish matches
- c) Promote health and safety
- d) Promote the best interests of the child; and
- e) Protect the longevity of matches

Section N

Authorisation for Release of Personal Information

I agree, as a condition of my engagement as a volunteer with the YWCA of Adelaide that:

- In relation to my application for this position, the YWCA of Adelaide will collect personal and sensitive information as part of the application process and, from time to time, during my engagement as a volunteer. This will include the YWCA of Adelaide undertaking a National Criminal Record Check.
- All personal and sensitive information collected by the YWCA of Adelaide as part of the application process is for the purpose of determining whether applicants are suitable to work with young people and to enable the YWCA of Adelaide to retain appropriate

information to deal with any future legal liability which may arise in relation to its volunteers' work with young people

- I authorise any agencies, individuals or other entities such as (but not limited to) past or present employers, educational institutions, law enforcement agencies, social services and other such entities with which I have had contact, to release any information about or relating to me as requested by the YWCA of Adelaide.
- I may access my personal information at any time by contacting the YWCA of Adelaide.
- If my application is successful, the YWCA of Adelaide will retain my personal information for the duration of my engagement as a volunteer and for the life of the file, which may be up to 100 years. If my application is unsuccessful, the YWCA of Adelaide will securely dispose of all personal and sensitive information relating to my application after 12 months.
- I acknowledge that collection and retention of my personal information is required as a condition of my engagement with the YWCA of Adelaide and the YWCA of Adelaide may refuse my application or terminate my engagement as a volunteer if my consent is not provided.
- I understand that I am required to inform the YWCA of Adelaide of any changes to my circumstances during involvement in the program.
- I agree that a photocopy of this authorisation is sufficient evidence of my consent to the release of any information about or relating to me to the YWCA of Adelaide.
- Where I provide personal information about other people, I must ensure that those people are aware that this information is being collected and used by the YWCA of Adelaide for its functions and activities.
- I am aware that use of my own vehicle is at my own expense and risk. Whilst the YWCA of Adelaide has public liability and volunteer accident insurance for volunteers, this does not cover damage to my car or that of a third party, nor does it cover what is included in Third Party (bodily) insurance (compulsory with car registration in SA).
- I give the agency permission to use information about my involvement in the program for research and evaluation purposes.

Signature of applicant: Date:

Disclosure

Generally, your personal information will be kept in the strictest confidence. However, relevant information will be released in limited circumstances where:

- a) Disclosure is consistent with the primary purposes for which the information was collected;
- b) Where you have provided your consent to the disclosure of such information; or
- c) Where the law otherwise requires or authorises us to disclose that information.

For example, your personal information may be disclosed to parents/guardians with a direct responsibility for a young person, who has been pre-screened and is actively being considered for a match with you. Your name will be kept confidential until you are matched to the young person.

We may also provide personal information about individuals to others who assist us in providing services, including (amongst others) legal or professional advisers. Unless you contact us to request otherwise, your personal information will be included in the Big Brothers Big Sisters volunteer database hosted in Canada.* Our database provider has committed to complying with Canadian privacy laws, which may differ from Australian privacy laws.

*Our database provider is the Canadian Outcomes Research Institute (CORI), a not for profit charitable organisation, which also supports BBBS Canada. BBBS Australia has viewed CORI's Privacy Policy and is satisfied the personal information of participants will be protected in accordance with Canadian privacy laws. A copy of this policy is available upon request.

If you would like further information, please visit www.hmrp.net/canadianoutcomesinstitute/HMRP.htm or www.privcom.gc.ca/index_e.asp

Optional Consent for Evaluation and Research

From time to time, the YWCA conducts research into its services, in order to improve and report on those services. Sometimes this research can be conducted using de-identified information, however, on other occasions it is preferable for personal information to be used. By providing the consent below, you can contribute to improving the effectiveness of this research.

By circling "I agree" below, you agree to personal information (including sensitive and health information) held by the YWCA of Adelaide about you to be used, and disclosed, by the YWCA of Adelaide and its research providers for the research purposes described above. I understand that research providers will be subject to confidentiality obligations and that my personal information will not be included in the published findings of that research without my further consent.

(Please circle) **I agree / I don't agree**

Name of applicant:

Signature of applicant: Date:

Please return the completed form to:

CONFIDENTIAL

Youth Mentoring Programs

YWCA of Adelaide

17 Hutt Street

ADELAIDE SA 5000

08 8227 0155

Section O Referee Nomination Form

ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR CONNECT-4 GROUP MENTORING

- Please list the names and address of two people who can act as referees for you, and return this form with the application form. The nominated people need to have known you for at least 24 months, (for employers 12 months is sufficient) have had recent contact with you and to be able to vouch for your reputation and character.
- Nominated referees are to include your Employer or Supervisor and a Character Referee (the Character Referee may be someone who is well known in the community, a public figure, a self employed or professional person). **Please do not use relatives.**
- Please notify your referees to pre-warn them that they have been nominated, and that the YWCA of Adelaide will be contacting them to obtain a reference (on a standard form and confirmed verbally). All references are strictly confidential.

Applicant's Name:

1. Employer/Supervisor:

Name:

Address:

..... Postcode:

Phone (Home): (Work):

2. Character Referee:

Name:

Address:

..... Postcode:

Phone (Home): (Work):