



ULLADULLA & DISTRICTS COMMUNITY RESOURCE CENTRE INC.

VOLUNTEER APPLICATION FORM

Confidential

Please read code of conduct and other CRC policies

SURNAME.....GIVEN NAMES.....

ADDRESS.....

TELEPHONE (Home)..... (Work)..... (Mobile).....

DATE OF BIRTH.....

TIMES AVAILABLE (please circle) Morning/Afternoon/All Day/School Holidays

TIMES NOT AVAILABLE

What are your interests/skills/previous experiences (paid and/or unpaid?).....

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.....
.....

Have you had any experience with computers? Yes/No (If Yes what programs?)

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.....
.....

Are you currently employed? Yes/No Student/Home Duties/Unemployed/Retired/Other

(Please state)

Driver's License Yes/No.....On Bus Route Yes/No.....

Country of Birth..... Other Languages.....

How did you hear of the Community Resources Centre (please circle)

Brochure/Newsletter/Newspaper/Radio/TV/Internet/Facebook/WordofMouth/OtherAgency

.....

Were you referred to the Community Resources Centre Yes/No

If yes, by whom.....

.....

**ULLADULLA & DISTRICTS COMMUNITY RESOURCES
CENTRE**

CONFIDENTIALITY CODE FOR VOLUNTEERS AND WORKERS

Adopted from 1998 Practical Policy Making LCSA Volume 2 page 20.

CONFIDENTIALITY

1. Nothing learned from clients, including the fact of their visit, will be passed onto anyone without that client's express permission.
2. The principle of confidentiality applies to requests for information from the police, the court and other organizations (although you may be legally required to provide files to the police).
3. Permission must be obtained from the client first, before any information is given to another agency, with certain exceptions relating to child at risk situations – speak to Community Worker.
4. Only as little information as necessary should be given – only what is relevant to the purpose.
5. Client's records are only available to other workers within an organisation and workers will only read a file when it is required to carry out their work.
6. Referrals will not be made on behalf of a client without that client's knowledge.
7. Discussion about a client with a worker from another agency who is also working with that client is inappropriate.
8. If an extreme situation arises where a breach of confidentiality is required, discussion with management regarding extenuating circumstances will occur.
9. Debriefing with co-workers will occur to ensure that workers deal with situations appropriately.

Confidentiality Regarding Personal Details of Staff

No personal details of staff will be provided to anyone outside the organisation without the express approval of the staff person involved, other than in an emergency. Where there is a stated need to contact a staff person, a message will be taken and if possible, passed on to the staff person to allow them to contact the person involved.

I have read the Ulladulla & Districts Community Resources Centre policy Re: Confidentiality and I agree to abide by this policy.

Signature

Date