Volunteer Registration Form

Volunteer Details		
Family Name:	**Given Names:** *(in full)*	
Title: *(e.g. Dr/Ms/Mr/Mrs/Miss/Mx)*	**Gender:** ☐ M ☐ F ☐ X (Indeterminate/ Intersex/ Unspecified)	**Date of Birth:** ……/……..…/……..…
Home Address:		
	State:	**Postcode:**
Mailing Address:		
	State:	**Postcode:**
Telephone: ( )	**Mobile:**	
Next of Kin Details		
Name:	**Contact Number:**	
Relationship to Volunteer:		
Type of Work to be Undertaken:		
Host Element:	**Campus:**	
Supervisor's Name:	**Staff Number: s**	
Supervisor's Position Title:	**Ext.:**	
Period of Voluntary Work: (Maximum period of 6 months per engagement)	**From:** ……/……/…….	**To:** ……/……/……
Details of work to be undertaken on a voluntary basis:		
Will this work require contact with children and young people? ☐ Yes ☐ No		

If **YES**, depending on the nature of contact, there may be a requirement for a positive "Working with Children Check" (Blue Card), and an awareness and commitment to their well-being. Should the volunteer already hold a current Blue Card, they are to sign the **Consent to Discuss Information Form** for the Department of Justice and Attorney-General to provide the following information to the nominated authorised person at Griffith University: a) the current status of a Blue Card application; b) the validity of a Blue Card; and c) any changes to the status of a Blue Card application.

APPROVAL *(all signatures are required)*
Signature of Volunteer:
Date:
Signature of Supervisor:
Date:

University and Volunteer Relationship:

The University appreciates the contribution to its work made by people who act as volunteers. There are some aspects of the relationship of volunteers to the University which should be clear to all parties involved. These are set out below:

1. This volunteer is subject to the *Griffith University Act 1998* or to any other Queensland Legislation amending or in substitution of the Act and to the Statutes, Rules of Griffith University and Resolutions of the Council of the University from time to time in force.
2. The term of appointment of a volunteer is for a maximum period of 6 months per engagement.
3. The volunteer will act responsibly in the use, maintenance and custody of all University resources, and will observe the policies and procedures and normal practices of the University.
4. The volunteer will be covered by the University's Voluntary Personal Accident Policy and Public Liability Policy, during the period of voluntary work.
5. The University would appreciate timely advice if a volunteer wishes to conclude their arrangement with the University. The University retains the right to end volunteer arrangements at any time.

Griffith University collects, stores and uses personal information only for the purposes of administering employment, recruitment and payroll and to maintain historical employment and payroll records. The information collected will be handled in accordance with Griffith University's Privacy Plan.

Send this completed form to CRDS, Bray Centre (N54 2.40) or email to crds@griffith.edu.au. | The Element Admin Officer is to retain a copy of this form also.