VOLUNTEER/STUDENT DECLARATION

An easier way? Complete this form online at check.kids.nsw.gov.au

Volunteers who mentor disadvantaged children or who provide intimate personal care to disabled children should use the Applicant Declaration and Consent rather than the Volunteer/Student Declaration.

Personal Details:

Name:

Family name: ____________________________
First name: ____________________________ Other given name(s): ____________________________

Previous names/aliases:

Family name: ____________________________
First name: ____________________________ Other given name(s): ____________________________
Family name: ____________________________
First name: ____________________________ Other given name(s): ____________________________

Residential address:

Address Line 1: ____________________________________________
Address Line 2: ____________________________________________
Suburb/Town: ____________________________ State: ____________________________ Postcode: ______________
Country: ____________________________________________

Contact:

Phone: ____________________________ Mobile: ____________________________
Email: ____________________________________________

Date of birth: ________________ Gender: ____________________________

Place of birth:

Suburb/Town: ____________________________ State: ____________________________
Country: ____________________________________________

Identifying document:

If you used one of these documents to verify your identity, please fill in these details

Licence Type: □ Driver's License □ Firearms License
Issuing Agency: □ Australian Capital Territory □ New South Wales □ Northern Territory
□ Queensland □ South Australia □ Tasmania
□ Victoria □ Western Australia □ Australian Army
□ Commonwealth of Australia □ Defence Force Academy □ Australian Navy
□ Australian RAAF □ Issued by a country other than Australia □ Other

Licence number: ____________________________________________

Passport Type: □ Private □ Government □ UN Refugee
Issuing Country: ____________________________________________
Passport number: ____________________________________________
Title of child-related position: ____________________________

Name of organisation you are volunteering for: ____________________________

Address of this organisation (if known): ____________________________

I am a parent or guardian of a participating child (y/n): ____________________________

I am a volunteer or student on placement (y/n): ____________________________

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration. A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sexual offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the Child Protection (Offenders Registration) Act 2000.

Details of these offences can be found online at Working With Children Employer Guidelines Fact sheet 1. A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Declaration:

☐ I have read and understood the information above about prohibited persons. I am aware that it is an offence to make a false statement on this form.

☐ I declare that I am not a prohibited person under the Commission for Children and Young People Act 1998.

☐ I consent to the Commission for Children and Young People checking my relevant criminal records, to verify these statements. I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Signature: ____________________________
Date: ____________________________

Employer to Complete:

☐ I have sighted photo identification for this person

Signature: ____________________________
Date: ____________________________

Name: ____________________________
Position: ____________________________

What should I do next? Once you have completed your details, you will need to sign the printed form and provide the signed form to your employer/volunteer organisation. You may also wish to retain a copy for your records.
100 POINT CHECK
POINTS DOCUMENTS

Personal Details:

Family Name: ____________________________________________
First name: ____________________________________________ Other given name(s): ______________________________________
Date of birth: __________________________________________ gender: __________________________

70 Verify the name of the preferred applicant using one of:
☐ Birth Certificate
☐ Birth Card issued by the NSW Registry of Births, Deaths and Marriages
☐ Citizenship Certificate
☐ Current Australian passport
☐ Expired Australian passport which has not been cancelled and was current within the preceding 2 years
☐ Current passport from another country or diplomatic documents

40 Verify the name and photograph/signature of preferred applicant from one or more of these (the first item used from this list is worth 40 points. Any additional items used are worth only 25 points each):
☐ Current driver photo licence issued by an Australian state or territory
☐ Identification card issued to a public employee
☐ Identification card issued by the Australian or any state government as evidence of a person’s entitlement to a financial benefit
☐ Identification card issued to a student at a tertiary education institution.
☐ Name of preferred applicant verified in writing, signed by both the person giving it and the applicant, from one of the following:
  ☐ A financial body certifying that the applicant is a known customer.

35 Verify name and address of preferred applicant from one or more of these:
☐ Document held by a cash dealer giving security over property
☐ A mortgage or other instrument of security held by a financial body
☐ Council rates notice
☐ Document from current employer or previous employer within the last two years
☐ Land Titles Office record
☐ Document from the Credit Reference Association of Australia.

25 Verify name of preferred applicant from one or more of these:
☐ Current credit card or account card from a bank, building society or credit union
☐ Current telephone, water, gas or electricity bill
☐ Foreign driver’s licence
☐ Medicare Card
☐ Electoral roll compiled by the Australian Electoral Commission
☐ Lease/rent agreement
☐ Current rent receipt from a licensed real estate agent
☐ Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
☐ Records of a professional or trade association of which the applicant is a member.

Applicants under 18
☐ Verify name of preferred applicant using:
  ☐ one document from the 70 point list above or
  ☐ a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution.

Employers to note: if an applicant is unable to provide documents to meet the identification requirements due to their personal circumstances or special needs, the employer should contact his or her Approved Screening Agency for assistance.