

# Volunteer Application Form



Thank you for your interest in volunteering your heart, time and effort to serve Northcity church and its community. It is important that we match your skills and interests to the right form of service and also that we keep you and those around you safe. Therefore, please make an appointment with one of our pastoral staff then print and complete all sections of this form and bring it to your meeting along with two forms of identification to be used for your police check.

**Please Note: ALL INFORMATION IS SUBJECT TO THE PRIVACY ACT 1993 (Refer Appendix One).**

<b>FULL NAME:</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE: Home:</b>	<b>Mobile:</b>
<b>EMAIL:</b>	
<b>EMERGENCY CONTACT (NAME / PHONE / RELATIONSHIP TO YOU):</b>	
<b>MEDICAL / HEALTH CONDITIONS OR SIMILAR THAT WE SHOULD BE AWARE OF:</b>	
<b>TIME / DAYS AVAILABLE:</b>	
<b>PARTICULAR AREAS OF INTEREST:</b>	
<b>RELEVANT SKILLS / ABILITIES / EXPERIENCE:</b>	
<b>Have you ever been arrested, convicted or pleaded guilty to a crime? If yes, please explain. <i>Note that you will also be required to consent to a Police Check as part of our Volunteer Application process.</i></b>	
<b>Have you ever been suspended or excluded from any church, school or similar community organization or group? If yes, please explain.</b>	
<b>Is there any personal condition or circumstance or pattern in your life that may make it inappropriate or difficult for you to work with a particular group of people or environment? If yes, please explain.</b>	
<b>Is there anything else that you would like us to be aware of when considering where / how you may be able to serve in a volunteer capacity at Northcity? If yes, please explain.</b>	
<b>I confirm that all requested and relevant information has been included to the best of my knowledge</b>	
<b>Signature:</b>	<b>Date:</b>

## The Privacy Act 1993

### Introduction:

The Privacy Act 1993 has major implications for employers as a primary purpose of the Act is to allow employees greater access to personal information kept on files compiled and held by their employers.

Personal information may be collected only for a lawful purpose connected with a function or activity of the employing organisation and only if necessary for that purpose. As a general rule, the information must be collected directly from employees and they must be told why it is needed and the use to which it will be put. All employees have the right to see information collected about them, seek a correction if they consider it wrong, and add their own version of events.

To control the information collection process the Act establishes 12 information privacy principles. It is important for employers to be familiar with these, so that unintentional breaches are minimised. Certain exceptions and exemptions apply in particular situations and are listed in this guide.

To ensure they comply with the Act, employers should make certain systems of data collection and retention allow employee requests for access to personal information to be dealt with promptly.

The Act applies, as well, to customer/client information.

### Objective:

The objective of the Privacy Act is to provide better protection for individual privacy in relation to the collection, use, access to, correction and disclosure of personal information held by any public or private sector "agency". The term agency includes an employer.

The Privacy Commissioner is responsible for promoting adherence to the privacy principles and for investigating alleged breaches. In doing so, the Commissioner is required to have regard for the general desirability of a free flow of information and must recognise the right of government and business to achieve their objectives in an efficient way.

### Agency Responsibility For Compliance With The Act:

To ensure that proper compliance procedures are in place, an agency (employer) **must have at least one person whose responsibilities include encouraging compliance with the Act's privacy principles**, ensuring compliance with privacy provisions, dealing with privacy requests, and working with the Privacy Commissioner if a complaint is made and an investigation carried out.

The appointment of a Privacy Officer, as the Act requires, should help to prevent privacy complaints and at the very least, reduce the number of such complaints. **It is important for staff to be made aware that when a privacy complaint arises, it is in the first instance the privacy officer who should deal with it.** Any privacy complaint should always be referred immediately to an organisation's Privacy Officer.