



District 9685 Rotarian, Rotaractor and Volunteer Information & Declaration Form

For detailed definitions and the applicability of this Declaration, please refer to the Rotary District 9685 Youth Protection Policy.

PERSONAL DETAILS

Name:

DOB:

Email Address:

Phone Number:

Address:

Period at Address (Years):

Occupation:

Employer (If Applicable):

PROGRAM INVOLVEMENT

Do you have any past involvement/experience with youth?

If yes, please outline in the space below.

Which Rotary activities, including Youth Programs will you be involved with/may be involved with in the future?

What will your role/s be in these activities and programs?

PERSONAL REFERENCES

NOTE: Only ONE (1) referee may be a Rotarian/Rotaractor, and NO referees may be family members.

REFEREE 1 DETAILS

Name:

Email Address:

Phone:

Residential Address:

Relationship to Volunteer:

Have you informed this referee that they will be contacted by Rotary/Rotaract for the purpose of a
Personal Reference Check? YES: NO:

REFEREE 2 DETAILS

Name:

Email Address:

Phone:

Residential Address:

Relationship to Volunteer:

Have you informed this referee that they will be contacted by Rotary/Rotaract for the purpose of a
Personal Reference Check? YES: NO:

REFEREE 3 DETAILS

Name:

Email Address:

Phone:

Residential Address:

Relationship to Volunteer:

Have you informed this referee that they will be contacted by Rotary/Rotaract for the purpose of a
Personal Reference Check? YES: NO:

POLICE CHECK AND CRIMINAL HISTORY

WWCC Number:

Expiry Date:

Your legal name (as listed with ServiceNSW):

Have you ever been charged with or been found guilty of charges involving sexual, physical, or verbal abuse, including but not limited to domestic violence or intervention orders.

YES:

NO:

NOTE: If YES, please provide an explanation in the space provided below. Ensure you include the date(s) of any incident(s), and the country and state in which the incident(s) occurred. Any charges that resulted in a diversion should also be recorded, as should the final outcome of any intervention order applications that might have been made against you.

VOLUNTEER DECLARATION

I, _____, certify the following:

- All statements and information provided in this form are true and correct at the time of writing.
- I have contacted my listed referees, and they are all happy for *Rotary/Rotaract to contact them.
- I give my full permission for any of the referees listed above to be contacted by *Rotary/Rotaract to confirm my suitability as a Volunteer.
- I understand that an internet search of my name and relevant identifiers will be undertaken as part of the enquiries undertaken by *Rotary/Rotaract.
- I agree to abide unreservedly by *Rotary/Rotaract's decision as to my suitability as a Volunteer in Rotary activities and affiliated Youth Programs.
- I acknowledge that copies of this form, and the results of *Rotary/Rotaract's enquires, will be held by the coordinator of any program for which I volunteer and by Rotary District 9685.

NOTE: For these purposes, Rotary/Rotaract means the Rotary/Rotaract Club or District for which this Volunteer Information and Declaration Form is submitted, and any other Rotary/Rotaract Club or District that conducts a Rotary activity or Youth Program for which I volunteer, either now or in the future.

I HAVE READ AND UNDERSTOOD THE ABOVE DECLARATION AND SIGN THIS FORM VOLUNTARILY

Applicant Name:

Signature:

Date:

RECORD OF REFEREE CONTACTS BY AUTHORISED OFFICER

Name of Authorised Officer:

Position:

Email Address:

Signature (of Authorised Officer):

Date:

REFEREE CHECK 1

Name:

Relationship to Volunteer:

Date Contacted:

Referee Contact Method (select all that apply): Phone Call: In-Person Interview:

Comments:

1. *How long have you known this person?*
2. *In what capacity do you know this person?*
3. *Do you think this person is well qualified to work with youth?*
4. *Would you have any reservations about recommending this person to volunteer/serve in a Rotary or affiliated Youth Program?*

REFEREE CHECK 2

Name:

Relationship to Volunteer:

Date Contacted:

Referee Contact Method (select all that apply): Phone Call: In-Person Interview:

Comments:

1. *How long have you known this person?*
2. *In what capacity do you know this person?*
3. *Do you think this person is well qualified to work with youth?*
4. *Would you have any reservations about recommending this person to volunteer/serve in a Rotary or affiliated Youth Program?*

REFEREE CHECK 3

Name:

Relationship to Volunteer:

Date Contacted:

Referee Contact Method (select all that apply): Phone Call: In-Person interview:

Comments:

1. *How long have you known this person?*
2. *In what capacity do you know this person?*
3. *Do you think this person is well qualified to work with youth?*
4. *Would you have any reservations about recommending this person to volunteer/serve in a Rotary or affiliated Youth Program?*

BACKGROUND CHECKS AND CRIMINAL RECORD CHECKS

Background Checks and Criminal Record Checks play a critical part in any youth protection policy because they deter potential offenders and deny known offenders access to the program.

Although many offenders have no criminal record and diligently avoid being caught by law enforcement, background checks may dissuade them from volunteering in a Rotary or affiliated Youth Program.

Many youth-serving organisations require a criminal background check for all adult volunteers who work with youth, even for programs that don't involve unsupervised access to youth.

REFERENCE CHECKS

When completing a Rotary/Rotaract Volunteer Information & Declaration Form, simply requesting references in the application is NOT sufficient. An Authorised Officer (i.e. Protection Officer) is required to contact each reference by phone or in person and ask a standard set of questions as set out above.

Authorised Officers must record the contact date and responses from each referee interview and include it within the volunteer's form.

CHECKLIST (AUTHORISED CLUB/PROGRAM OFFICER ONLY)

The following has been provided by the Volunteer listed in this Rotary/Rotaract/Volunteer Information & Declaration Form (tick all that apply):

- ☐ Completed Rotary/Rotaract/Volunteer Information & Declaration Form
- ☐ Working With Children Check (WWCC) Number and Date of Birth
- ☐ Additional Resources/Files (if provided by the Volunteer, please detail/describe below)

The following has been completed by the Authorised Officer (tick all that apply):

- ☐ WWCC Number has been verified as current and valid in NSW.
- ☐ All THREE (3) listed references have been successfully contacted and confirm the Volunteers' suitability to volunteer/serve in a Rotary activity or affiliated Youth Program.
- ☐ An internet search has been undertaken with no relevant results that would raise concerns about the Volunteer's suitability to volunteer/serve in a Rotary activity or affiliated Youth Program.

DECLARATION (CLUB PRESIDENT/PROGRAM CHAIR ONLY)

I, _____, President/Chair of the _____
 verify that _____ has satisfactorily completed this Rotary/Rotaract/
 Volunteer Information & Declaration Form. I certify that:

- All listed referees have been contacted by the Authorised Club Officer to confirm the Volunteer's suitability to volunteer/serve in a Rotary activity or affiliated Youth Program.
- An internet search has been undertaken with no relevant results that would raise concerns about the Volunteer's suitability to volunteer/serve in a Rotary activity or affiliated Youth Program.
- The Volunteer's Working With Children Check (WWCC) number is current and has been verified in NSW with the Office of the Children's Guardian.
- The Club finds the applicant to be a suitable volunteer for Rotary activities and affiliated Youth Programs.

Signature:

Date:

Email Address:

Phone Number: