



# Country Hope Ltd Application Form

Please Tick:

☐

Carer

(goes on annual camp)

☐

Volunteer

☐

Trainee Carer

## PERSONAL INFORMATION - ALL FIELDS REQUIRED (PLEASE PRINT)

Name \_\_\_\_\_ Gender: M / F

Address \_\_\_\_\_

Town \_\_\_\_\_ Postcode \_\_\_\_\_

Phone Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Clothing size \_\_\_\_\_ (for volunteer shirts)

Working With Children Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

\*All Applicants require a Working with Children Clearance. For more information visit <http://www.kids.nsw.gov.au/>

License Number: \_\_\_\_\_ Licence Type: \_\_\_\_\_

Qualifications/Skills: ☐ Food Handling ☐ First Aid ☐ RSA ☐ RCG

☐ Bus License ☐ Other (Please Specify) \_\_\_\_\_

Eg; Truck or forklift licence

Employer details \_\_\_\_\_

Occupation \_\_\_\_\_ Is it convenient to take calls at work? Yes / No

Student – Institution name \_\_\_\_\_

Organisations you belong to \_\_\_\_\_

## Medical Details - **COMPULSORY FOR ALL CARERS AND TRAINEE CARERS**

Do you have any health or medical problems? \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Medicare No \_\_\_\_\_

Current Medication \_\_\_\_\_

Do you have any special dietary needs? \_\_\_\_\_

Do have any Allergies? \_\_\_\_\_

In case of emergency please contact \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

**If you change ANY of your details please let the office know ASAP**



**Child Protection Act:**

Do you have any prior convictions for sexual offences involving children, or any other convictions, apart from minor traffic convictions? Yes / No

If the answer is yes, please provide details on a separate page (*this information will be kept strictly confidential*). Under the Child Protection (Prohibited Employment) Act 1998 it is obligatory to sign a form stating you are not a prohibited person.

Will you give your approval for a Police Record Check, if relevant in your State? Yes / No

If the answer is no, please state why: \_\_\_\_\_

**Please provide personal referees:**

**Note:** Please do not use relatives or fellow Country Hope representatives. Your referees should be aware they will be contacted by a representative of Country Hope.

Name: _____ Address: _____ _____	Relationship: _____ Home Phone: _____ Work Phone: _____ Mobile: _____
Name: _____ Address: _____ _____	Relationship: _____ Home Phone: _____ Work Phone: _____ Mobile: _____
Name: _____ Address: _____ _____	Relationship: _____ Home Phone: _____ Work Phone: _____ Mobile: _____

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**Please read the following carefully and acknowledge**

**Responsibility for Personal Health, Safety & Property**

Country Hope Inc. cannot accept responsibility for my own safety, health or personal property. I will not make any claim on Country Hope or staff or other volunteers for injury, ill health, loss or damage of my personal property, unless caused by Country Hope negligence and I agree to release Country Hope Inc. from all obligations arising from any such loss or damage.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Statement on Privacy & Personal Information**

Your personal information and privacy is protected by law. Country Hope shall take all reasonable steps to protect your rights. However, in the course of assessing both you and your application it may be necessary for Country Hope to divulge some of the information contained in this application to other persons or organisations including referees for the purpose of determining your suitability as a carer. All reasonable care will be taken to preclude others from unnecessarily divulging such information. By signing this application you are waiving your rights under the privacy laws but only to the extent indicated above.

I acknowledge and consent.

\_\_\_\_\_  
Applicant to Sign

**We thank you for applying to be a Volunteer for Country Hope.**

The region covered by Country Hope includes the broader areas of Southern NSW and North Eastern Victoria.

Country Hope is dedicated to supporting the families of children diagnosed with cancer and similar illnesses. The role of Carer is focussed on developing a supporting or special friend relationship with a child.

However Country Hope extends a wide range of support programs for the children & their families. These programs operate in response to the needs of families as and when they are required. Please read the enclosed pamphlet to see the range of year round support programs and activities extended by Country Hope.

Would you please sign below to confirm you have read and understood the general requirements of the application to be a Volunteer for Country Hope Ltd.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please forward your application to:

**Country Hope**  
PO Box 134  
Wagga Wagga NSW 2650

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## How do I apply?

March 2014



### PLEASE DO NOT APPLY BEFORE 1 APRIL 2014 UNLESS:

- a. you are starting a new **paid** job in child-related work OR
- b. you are currently employed or you volunteer in one of the following industry sectors:

- child protection
- disability services
- justice services
- religious services (work as a minister, priest, rabbi, mufti or similar religious leader or spiritual officer of the organisation)
- youth workers
- authorised carers (foster carers and other authorised carers of children in statutory and supported out-of-home care)
- adult household members of:
  - an authorised carer
  - a family day care service provider
  - a home-based education and care service provider



Scan to view  
our [Online  
tutorials](#)

If you do not fit into either a) OR b) you will not need to apply for the Check when your industry sector is phased-in. See [FACT SHEET: Phase-in schedule](#).

If you are applying from overseas or interstate, please see [FACT SHEET: Overseas applicants](#) or [FACT SHEET: Interstate applicants](#).

## STEP 1: Complete an online application form

- Go to [www.check.kids.nsw.gov.au](http://www.check.kids.nsw.gov.au) and complete the online application form. If you do not have access to the internet, please telephone (02) 9286 7219 for assistance.
- Please make sure the details you provide are **EXACTLY THE SAME** as the details on your identity documents. If you have submitted the form with a mistake, please redo the form to avoid problems with the proof of identity requirement at step two.
- Ensure you select the correct category: paid or volunteer worker. The \$80 fee for paid workers is not refundable if you are a volunteer and you choose 'paid worker' by mistake. A Check for paid workers will cover both paid and volunteer work in NSW for five years.
- Once you have submitted the form, you will receive an application number that looks like this: APP1234567.



Need help? [Watch the online tutorial on YouTube](#). More video tutorials are available on our website: [Online tutorials](#).

## STEP 2: Present proof of your identity

- Go to a NSW Motor Registry, Government Access Centre, or Service NSW office. Find a location at [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre).
- You will need your application number and [proof of your identity](#). You must have both of these items for your application to proceed.
- If you are in paid work, you will also be required to pay an \$80 fee for a five year clearance. See [FACT SHEET: Fee information](#).

## PLEASE NOTE Before you go to submit your proof of identity

- You cannot submit proof of identity on behalf of someone else. You must appear in person with your own documentation.
- Proof of identity cannot be performed outside of NSW. It must be completed at a NSW Motor Registry, Government Access Centre, or Service NSW office.
- Additional identity verification options are available for authorised carers and their adult household members who live interstate, and for those who are medically unable to attend a motor registry or Government Access Centre. See [FACT SHEET Interstate or incapacitated authorised carers or householders: Identity verification options](#).

## Receiving your results

You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). See also [FACT SHEET: When will I receive my results?](#) If you have not received your results within four weeks, please email your details and application number to [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au).

## Find a NSW motor registry

Locations of Motor Registries, Government Access Centres, or Service NSW offices can be found at [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre).

## More information

For more information, please go to the [Frequently Asked Questions \(FAQ\)](#) available from at [www.check.kids.nsw.gov.au](http://www.check.kids.nsw.gov.au).

If you have a question, please email [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au).

**Disclaimer:** The material provided in this Fact Sheet for guidance only. Every effort has been made to ensure that the information is accurate, current and not misleading. However, this cannot always be guaranteed and no warranty is given that the information is free from error or omission. Users should exercise their own skill and care with respect to the use of the material. The information is also not a substitute for independent legal or other professional advice and users should obtain appropriate professional advice relevant to their particular circumstances.

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