



# Staff and Volunteer Data

## USE

This document should be used in conjunction with the template local church 'Child-Safe Policy' (v 2013 or subsequent editions) and applicable Conference & AUC / NZPUC policy.

## PURPOSE

The purpose of this form is to enable the local Church and/or Church-sponsored activities and programs to maintain a record of the contact details of the staff and volunteers who work with children and young people in the Church's environments.

## COPYRIGHT

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# Staff and Volunteer Data Form

All staff and volunteers over 18-years who work with children or young people may provide and update their contact details using this form. This form will be stored securely and privately by the Team Leader and/or other Church officers designated to do so. In accordance with legislated privacy principles, person information is not used for purposes other than which it is collected and not shared with any other organisations.

## Staff / Volunteer Details

First Name:	<input type="text"/>	Middle name(s):	<input type="text"/>
Surname:	<input type="text"/>	Maiden name (if applicable):	<input type="text"/>
Date of Birth (or age in whole years):	<input type="text"/>		
Current address (residential or mailing):	<input type="text"/>		
Post Code:			

## Government issued ID or Document (E.g. Driver's License, Passport, Community Services Card etc)

Document type:	<input type="checkbox"/> Passport	<input type="checkbox"/> Drivers Licence	<input type="checkbox"/> Other:	<input type="text"/>
Number:	<input type="text"/>	Expiry date:	<input type="text"/>	

## Contact Details

Mobile number:  Landline:

Alternative numbers to try in an emergency:

E-mail Address:

I understand that all positions and roles working with children or young people are subject to and contingent upon compliance with Working With Children Check, National Police Certificate, or other Criminal History Record Checks or Declarations prescribed in either legislation or as required by the AUC & NZPUC of the Seventh-day Adventist Church throughout Australia or New Zealand. I am also not subject to a Safety Agreement within the Church's environments nor proposed to be.

*(Please 'tick' the above box and sign below to indicate that you understand and agree to abide by this truthfully-made statement & details as provided above)*

Signature:  Date: