



# DIOCESE OF CAIRNS - VOLUNTEER APPLICATION FORM

 Parish Role

 Diocesan Role

Parish and Church:	
Last Name:	First Name:
Middle Name/s:	Email:
Mobile Number:	Home Number:
Address:	
Age range: <input type="checkbox"/> 18-30 <input type="checkbox"/> 31-46 <input type="checkbox"/> 47-60 <input type="checkbox"/> 61-70 <input type="checkbox"/> 71-79 <input type="checkbox"/> 80+ <span style="float:right; font-size: small;">Birth date is compulsory for Blue Card or Police Check applications.</span>	

Name of Emergency Contact:			
Contact Phone Number:		Relationship:	

Tick	Criteria Please tick the Volunteer role/s you are currently engaged in:	Blue Card*	Police Check	Safeguarding Training	COVID-19 Vaccine
<input type="checkbox"/>	Leadership positions eg: Council, Committee or Board Chair	✓	✓	✓	**Where State or Federal vaccination mandates apply, it is a condition of engagement that the volunteer be, and remain, vaccinated against COVID19. Evidence of vaccination will be required prior to commencement.
<input type="checkbox"/>	Council, Committee or Board Member	✓		✓	
<input type="checkbox"/>	Minister of Communion to the Sick (excluding own household member)	✓	✓	✓	
<input type="checkbox"/>	Sacramental Program Coordinator	✓		✓	
<input type="checkbox"/>	State School Religious Instruction	✓		✓	
<input type="checkbox"/>	Youth Ministry	✓		✓	
<input type="checkbox"/>	Altar Server Coordinator (operating with minors)	✓		✓	
<input type="checkbox"/>	Music/Choir Coordinator (working with children)	✓		✓	
<input type="checkbox"/>	Choir			✓	
<input type="checkbox"/>	Children's Liturgy	✓		✓	
<input type="checkbox"/>	Pastoral Ministry Work e.g. Aged Care/Home visitation/Hospitals		✓	✓	
<input type="checkbox"/>	Parish Administration Support – (incl. financial and sensitive data access)		✓	✓	
<input type="checkbox"/>	Parish Administration Support – (no financial or sensitive data access)			✓	
<input type="checkbox"/>	Minister of Communion at Mass			✓	
<input type="checkbox"/>	Church Hospitality (e.g. after Mass morning tea coordination)			✓	
<input type="checkbox"/>	Church Cleaner (if registered key holder)		✓	✓	
<input type="checkbox"/>	Cleaner (not a key holder)			✓	
<input type="checkbox"/>	Sacristan (if registered key holder)		✓	✓	
<input type="checkbox"/>	Registered key holder		✓	✓	
<input type="checkbox"/>	Money counting/banking		✓	✓	
<input type="checkbox"/>	Reader			✓	
<input type="checkbox"/>	Collection			✓	
<input type="checkbox"/>	Flower arrangements			✓	
<input type="checkbox"/>	Building/grounds maintenance			✓	
<input type="checkbox"/>	IT Support e.g. PowerPoint presentation			✓	
<b>Other Parish/Diocesan Roles</b>					
<input type="checkbox"/>					
<input type="checkbox"/>					

\* A yellow card instead of a blue card may be required for certain roles.



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If new to Volunteering, please indicate pastoral or ministry area of interest:

Please nominate your availability:

Do you have a current Blue Card?      Yes, I have a Blue Card       No

If Yes, provide Blue Card details below:

Blue Card Number:      Expiry Date:      Date of Birth:

If you are new to Volunteering, please nominate two (2) persons who know you (and who are not related to you) who could be referees along with their contact numbers: (eg: Parish Priest; Parish Council)

Name:      Role:      Phone:

Name:      Role:      Phone:

Do you have any criminal convictions that might prevent you from undertaking your preferred volunteer role?  
Yes  No

## DECLARATION

I hereby declare the following:

- I agree to a police check or obtaining a positive notice blue or yellow card if required as part of this role or any future agreed voluntary role
- If my volunteer role requires me to drive, I will only drive if I hold a current driver's licence, the vehicle I drive is roadworthy and is fully insured for the purpose of fulfilling my volunteer role
- I agree to the use of my personal information for official Church purposes as per the organisation's Privacy Policy
- I agree to maintain the confidentiality of information concerning the personal and/or business affairs of parishioners, members of the public, the Parish and/or the Diocese; and, immediately advise you in the event of any change in my personal circumstances as described in the application form above.
- I may be terminated from my volunteer role if any information in this form is false or misleading or I do not comply with the Code of Ethical Behaviour or any other organisational policy
- I agree to immediately advise the Parish or appropriate Diocesan representative if any information supplied changes or if for any reason I am no longer able to fulfil any agreed volunteer role

**NB: It is an offence under Queensland Legislation to apply for a blue card if disqualified or are a negative notice holder under Qld State Law.**

Have you ever been the subject of disciplinary procedures or have you been asked to leave your place of employment or voluntary activity on account of inappropriate behaviour towards a child or adult at risk?

Yes  No

**If you answered no to the above please sign and return the attached Code of Ethical Behaviour along with this form to your parish office or diocesan representative.**

Applicant's Signature:

Date:      /      /

Endorsed by: Parish Priest or  
Authorised Diocesan Representative

Date:      /      /



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## CODE OF ETHICAL BEHAVIOUR

*You have been told what the Lord requires of you: To act justly, to love tenderly and to walk humbly with your God. Micah 6:8*

Clergy and Religious are bound by the standards for ethical behaviour as outlined in "Integrity in Ministry". Employees and volunteers who work in agencies such as Catholic Education or Centacare FNQ should refer to their particular Code of Conduct. Breaches of a Code of Conduct may result in disciplinary action being taken, up to and including separation from employment.

Personal inter relationships are the starting point of Christian life, ministry and service and are central to Catholic life. To foster relationships designed to be collaborative, communicative and coordinated without intention to harm or allow harm to occur I have approved this Code of Ethical Behaviour. This Code clarifies and affirms the standards of behaviour expected by the Bishop of Cairns and the Catholic Diocese of Cairns of their employees, volunteers and students on placement within the Diocese. They shall:

1. **Commit to justice and equity** by exhibiting the highest Christian ethical standards and personal integrity in their professional conduct.
2. **Uphold the dignity and right to respect of all people** by conducting themselves in a moral manner consistent with the discipline, norms and teachings of the Catholic Church.
3. **Commit to safe and supportive relationships** by not taking advantage of any pastoral or authoritative role for their own benefit; and by adhering to the requirements of the law of Queensland and the Commonwealth regarding reporting any suspected abuse of children, young people and adults at risk.
4. **Respond with integrity to those who are poor, alienated or marginalised or not in a position of power or authority**, by not acting in an abusive or neglectful manner; and by sharing concerns about suspicious or inappropriate behaviour with the appropriate person in their management structure.
5. **Accept responsibility for the protection of children, young people and adults at risk** from all forms of abuse and harm by providing a professional work environment that is free from harassment; and following relevant policies and/or procedures.
6. **Maintain appropriate professional boundaries in all contact settings including virtual by:**
  - Demonstrating behaviour consistent with one's role and responsibilities;
  - Avoiding inappropriate emotional attachment;
  - Not engaging in relationships of a very personal or sexual nature;
  - Maintaining a proper distance between one's work and personal time activities;
  - Acting in a reasonable, open and transparent manner in those situations involving the giving and/or acceptance of gifts from children or the vulnerable or when entering into personal financial relationships or other transactions with such persons;
  - Not disclosing personal information of a written, verbal, video and/or photographic nature in an inappropriate manner

**Most Rev James Foley DD DPh (Leuven)**

**Bishop of Cairns**

(Source: Safeguarding handbook; Diocesan Safeguarding Policy V.1.1)

*I have read and understand this Code of Ethical Behaviour and agree to abide by it*

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**The signed Code and Volunteer paperwork is to be returned to your Parish office or Diocesan representative. Keep a copy for your own records.**