



**CHECKLIST FOR VOLUNTEER APPLICATION -
IT IS ESSENTIAL THAT THE CHECKLIST IS FOLLOWED IN ORDER FOR THE
APPLICATION TO BE ACCEPTED.**

1. Fill in the application form & declarations ensuring all sections are completed in as much detail as possible.
2. Fill in the Police check form including all documents needed for identification. Please do not bring originals. *Please make sure the copies of identification are certified by a Justice of the Peace (JP).*
3. You will need to include a medical certificate from your local G.P confirming you are fit to work at the Australian Reptile Park.
4. Ensure all referees contact details are included and correct. Please note, family members cannot be used as a referee.
5. All applicants are required to obtain a Working with Children Check – see pages attached within this application on how to gain a WWCC Number.
6. Attach C.V with personal references.
7. You will be required to pay \$70.90 once you are approved to begin volunteer work. This includes payment for your shirt, badge and police check.

Please remember that your application cannot progress unless ALL of the above information is attached to the application form – the WWCC will need to be submitted and complete with the application.

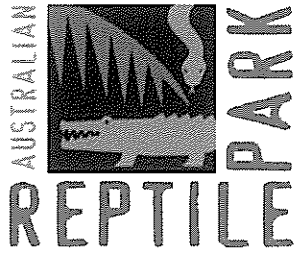
Send your application form and attachments to the contact details below.

Please note – applying for volunteer work does not guarantee you a position.

Contact Details

Contact: Volunteer Co-ordinator
Address: PO Box 737, Gosford, NSW, 2250
Phone: (02) 4340 1022
Fax: (02) 4340 2990

Email: admin@reptilepark.com.au



VOLUNTEER APPLICATION FORM

ATTACH
PHOTO ID
HERE!

PERSONAL DETAILS

Surname: _____ First Name: _____

Address: _____

Postcode: _____ Date of Birth: _____

Home Number: _____ Mobile: _____

Emergency Contact: _____ Contact Number: _____

Email Address: _____

Please number in order of preference in which section you would like to volunteer:

Reptiles:

Mammals & Birds:

Please indicate what days of the week you are available to volunteer:

Do you have any health restrictions or disabilities which may affect you or your competency in performing the duties of this position? (Please circle) YES/NO

If "Yes" what adjustments would be required to overcome this difficulty?

Do you have a current drivers licence? (Please specify what type) _____

Have you even been convicted of a wildlife related offence? (Please circle) YES/NO

Have you previously worked, volunteered, or applied to volunteer at The Australian Reptile Park:

(Please specify dates and involvement): _____

EDUCATION

Final year school level:	Date:	Qualification obtained:
Final year subjects:		

Further education/training courses completed

Year started	Year completed	Course	Institution

Do you have a current first aid certificate? (Please circle) YES / NO

Please answer the following questions:

a) Why did you choose to apply for voluntary work at The Australian Reptile Park?

b) What are your goals for the future and how will ARP help to assist you in achieving them?

Do you dislike or have a phobia/ Allergies of any animals?

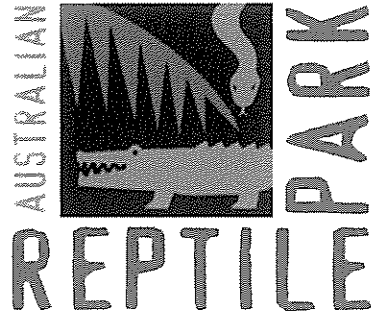
EMPLOYMENT HISTORY

Please provide details of present and previous employment. Please state your present and last job held first.

Employed By:	From:	To:	Reason for Leaving:

REFEREES

Name:	Name:
Relationship:	Relationship:
Contact Number:	Contact Number:



DECLARATION

I acknowledge that the assistance I provide to The Australian Reptile Park will be on a voluntary basis.

I understand that I have no rights to claim, nor is The Australian Reptile Park liable to pay or contribute compensation or remuneration arising from any injuries, accidents or misadventure whether or not caused by any negligence on the part of management or employees of The Australian Reptile Park which may occur during or in the course of, or in any way contributed to this voluntary engagement.

I further acknowledge that the provision of my assistance to The Australian Reptile Park on a voluntary basis does not establish an employment relationship between The Australian Reptile Park and myself. Therefore, as a volunteer, I will not be entitled to any of the legal entitlements that an employee of The Australian Reptile Park would be entitled to, for example, wages, annual leave, long service leave, sick leave and parental leave. Employed work by the Australian Reptile Park is not guaranteed through the volunteer program. Volunteering has many benefits including gaining experience in the industry, training, networking with individuals/parks/zoos, discounted rates at the kiosk/gift shop and working with a range of species including select species that are only found at The Australian Reptile Park, in Australia.

I understand that I am not entitled to receive (and will not receive) any remuneration whatsoever, for the assistance I provide to The Australian Reptile Park.

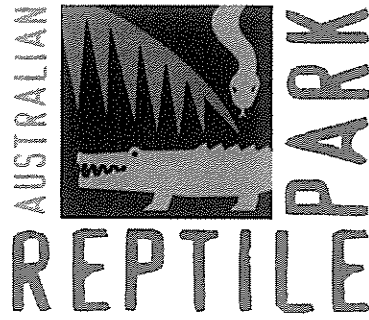
However, I will be entitled to claim reimbursement for reasonable expense incurred in providing my assistance to The Australian Reptile Park as long as incurring of such expenses are authorized by a competent officer of The Australian Reptile Park.

Finally I understand that I will need to pay \$68.50 when I begin volunteering to cover expenses of uniform, and a police check to be done. I also acknowledge that a working with children check will be done as well.

Date: _____

Name of Volunteer: _____

Signature of Volunteer: _____



WORKING WITH CHILDREN CHECK

All volunteers are required to have a valid NSW Working with Children Check (WWCC) before starting at the Australian Reptile Park.

WWCC are free for volunteers. Please go to the link below to apply for your number.

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply>

Once you have completed your application online you will need to go to your local RTA to have your identification verified.

Please include your WWCC Application Number below.

NOTE: The Volunteer Application must be handed in with the complete WWCC number NOT the Application Number first provided

**NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED AGENCIES - CUSTOMERS)**

C R I M T R A C

Please select one box only:

Are you a potential Employee Contractor/Consultant Volunteer

Are you an existing Employee Contractor/Consultant Volunteer undertaking a renewal check?

SECTION 1: PERSONAL INFORMATION - Use BLOCK LETTERS and black ink to complete this form. Mark check boxes with an (X)

Names by which I am, or ever have been, known (including Alias, name changes by Marriage or Deed Poll)

If more room is required, list on separate sheet, sign and send the sheet with this application form. Additional sheet Included Yes No

Surname (Current)	<input type="text"/>	Given Names (Current)	<input type="text"/>
Surname	<input type="text"/>	Given Names	<input type="text"/>
Surname	<input type="text"/>	Given Names	<input type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown/Other	Date of Birth (dd/mm/yyyy)	<input type="text"/>

Place of Birth

Suburb/Town	<input type="text"/>	State/Territory	<input type="text"/>
Country	<input type="text"/>		

Contact Details

Phone	<input type="text"/>	Home	<input type="text"/>	Work	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>						

Other Details

Aust. Driver's Licence No	<input type="text"/>	Issued By	<input type="text"/>
Firearms Licence No	<input type="text"/>	State/Territory	<input type="text"/>
Passport No	<input type="text"/>	Passport Country	<input type="text"/>
Passport Type	<input type="checkbox"/> Government <input type="checkbox"/> UN Refugee <input type="checkbox"/> Private		

Permanent Residential Address Over Last Five Years

If more room is required, list on separate sheet, sign and send the sheet with this application form. Additional sheet included? Yes No

If full details of previous addresses are unavailable, details of town(s) and state(s)/territory(ies) of residence will suffice.		If actual dates are unavailable, details of year of residence will suffice	
Current	No/Street <input type="text"/> Suburb <input type="text"/> State/Territory <input type="text"/> P'code <input type="text"/>	Period of residence	<input type="text"/> to <input type="text"/>
Previous (if applicable)	No/Street <input type="text"/> Suburb <input type="text"/> State/Territory <input type="text"/> P'code <input type="text"/>		<input type="text"/> to <input type="text"/>
Previous (if applicable)	No/Street <input type="text"/> Suburb <input type="text"/> State/Territory <input type="text"/> P'code <input type="text"/>		<input type="text"/> to <input type="text"/>

**NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED AGENCIES - CUSTOMERS)**

C R I M T R A C

Version 1.0 - 1/1/2014

SECTION 2: PROOF OF IDENTITY (100-POINT CHECK)

When applying for a national police history check you must provide proof of your identity with your application. You will be asked to provide personal identity documents that add up to at least 100 points. The combination of documents supplied should, as a minimum, evidence your full name and date of birth. All documents must be originals or certified true copies. Documents must be selected from the list below.

Change of Name

If the name you use to apply for a national police history check is different from that shown on any of your personal identity documents, you must provide evidence of the name change, e.g. Marriage or Change of Name Certificate issued by a State or Territory Registry of Births, Deaths and Marriages and Divorce papers issued by the Family Court. These documents must be originals or certified true copies and **DO NOT** count towards the 100-points. If you use a change of name document you must provide in Section 1 the other names you have used.

You must use **ONE**

- Primary Document

OR

- At least **ONE** Secondary Document which **MUST** contain a photograph

Document Type	Document	Points Value	Points Scored
Only one form of identification accepted from this category	PRIMARY <ul style="list-style-type: none"> • Birth Certificate/Birth Extract • Australian Passport (Current, or expired within the previous two years, but not cancelled) • Australian Citizenship Certificate • International Passport (Current, or expired within the previous two years, but not cancelled) • Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature) 	70	<input type="text"/>
Your initial Secondary Documents will score 40 points, any additional documents will be awarded 25 points each	SECONDARY <ul style="list-style-type: none"> • Current Licence or Permit (Government Issued) • Working With Children/Teachers Registration Card • ASIC/MSIC Card • Public Employee Photo ID Card (Government Issued) • Department of Veteran Affairs Card • Centrelink Pensioner Concession Card or Health Care Card • Current Tertiary Education Institution Photo ID • Reference from a Doctor (must have known the applicant for a period of at least 12 months) 	40 or 25	<input type="text"/>
	<ul style="list-style-type: none"> • Foreign/International Driver's Licence • Proof of Age Card (Government Issued) • Medicare Card/Private Health Care Card • Council Rates Notice • Property Lease/Rental Agreement • Property Insurance Papers • Tax Declaration • Superannuation Statement • Seniors Card • Electoral Roll Registration • Motor Vehicle Registration or Insurance Documents • Professional or Trade Association Card 	25	<input type="text"/>
If you wish to use more than one of these documents they must be from different organisations	<ul style="list-style-type: none"> • Utility Bills (e.g. Telephone, Gas, Electricity, Water) • Credit/Debit Card • Bank Statement/Passbook 	25	<input type="text"/>

**NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED AGENCIES - CUSTOMERS)**

C R I M T R A C

FORM NPCC 100 (01/2014)

SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET			
The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks	For recent arrivals in Australia (6 weeks or less – proof of arrival date required) current passport	100	<input type="checkbox"/>
Aboriginal person or Torres Strait Islander resident in a remote area/ community	Identity of applicant ordinarily resident in an isolated area verified by TWO persons recognised as 'Community Leaders' of the community to which the applicant belongs	100	<input type="checkbox"/>
Child Under 18	<ul style="list-style-type: none"> • Birth Certificate/Birth Extract • Australian Passport (current, or expired within the previous two years, but not cancelled) • Australian Citizenship Certificate • International Passport (current, or expired within the previous two years, but not cancelled) • Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature) <p>Or</p> Statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution's letterhead)	100	<input type="checkbox"/>

TOTAL POINTS

Points must equal or exceed a total of 100	Total Points Scored:	<input type="checkbox"/>
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VERIFICATION - (OFFICE USE ONLY)

I declare that I have sighted and confirmed the applicant's original or certified true copy personal identity documents and that verification has been achieved using the 100 point check. I am satisfied as to the correctness of the applicant's identity.

Signature of authorised checking officer: _____

Date:

Printed name of authorised checking officer:

SECTION 3: ACCREDITED AGENCY DETAILS

Accredited Agency
(Legal Name)

ABN

SECTION 4: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION

Is the result of the national police history check to be forwarded/disclosed only to the accredited agency named in Section 3 above? Yes No
If No: I authorise the result of the national police history check to be forwarded/disclosed to the following employer/organisation to assess my suitability:

Employer/Organisation
(Legal Name)

ABN

SECTION 5: PURPOSE OF THE NATIONAL POLICE HISTORY CHECK

Provide details of relevant position/entitlement, place of work and whether you have contact with vulnerable groups. e.g. Client Services Officer in a call centre, Janitor at a school, Nurse in aged care facility with direct care of disabled & aged persons or Flight Attendant with direct care of children).

Position/Occupation or
Entitlement

**NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED AGENCIES - CUSTOMERS)**

C R I M T R A C

CrimTrac Agency, 100 ...

SECTION 6: CONSENT TO OBTAIN PERSONAL INFORMATION

National Police History Check

(BLOCK LETTERS and in BLACK INK)

I, hereby:
Family Name (Current) Given Names (Current)

1. acknowledge that I have read the General Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
2. understand that the position/entitlement for which I am being considered may be in a category for which exclusions from Spent Convictions legislation may apply;
3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. acknowledge that the provision of false or misleading information is a serious offence;
5. acknowledge that the Accredited Agency named in Section 3 above is collecting information in this Form to provide to the CrimTrac Agency (an Agency of the Commonwealth of Australia) and the Australian police agencies;
6. consent to:
 - (i) the CrimTrac Agency disclosing personal information about me to the Australian police agencies;
 - (ii) the Australian police agencies disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned;
 - (iii) the CrimTrac Agency providing the information disclosed by the Australian police agencies to the accredited agency named in Section 3 above, in accordance with the laws of the Commonwealth; and
 - (iv) where applicable, the accredited agency named in Section 3 above disclosing to the employer/organisation named in Section 4 above personal information about me to assess my suitability in relation to my employment/entitlement; and
7. acknowledge that any information provided by me on this Form relates specifically to the purpose identified in Section 5 above;
8. acknowledge that any information provided by the Australian police agencies or the CrimTrac Agency, relates specifically to the purpose identified in Section 5 above;
9. acknowledge that personal information that I provide in this Form may be disclosed to the Accredited Agency named in Section 3 above (including contractors or related bodies corporate) located in Australia or overseas for administrative purposes; and
10. acknowledge that it is usual practice for an applicant's personal information to be disclosed to Australian police agencies for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

Note: The information you provide on this Form, and which the CrimTrac Agency provides to the accredited agency named in Section 3 above, on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.

Applicant's Signature _____ Date

Parent/Guardian Consent - If you are under 18 years of age provide consent below from a parent /guardian.

Parent/Guardian Signature _____ Date

Parent/Guardian name printed in full

**NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED AGENCIES - CUSTOMERS)**

C R I M T R A C

Version 1.2 (2014) - 10/10/2014

GENERAL INFORMATION

GENERAL INFORMATION

This Form is used as part of the assessment process to determine whether a person is suitable for employment or other engagement for work or other entitlements.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to employment in other positions.

NATIONAL POLICE HISTORY CHECK

A national police history check is an integral part of the assessment of your suitability.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the form.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police agencies¹ for checking action. By signing this Form you are consenting to these agencies accessing their records to obtain and disclose police history information that relates to you to:

- a) the accredited agency named in Section 3 above; and
- b) where applicable the employer/organisation named in Section 4 above.

Police history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

It is usual practice for an applicant's personal information to be disclosed to Australian police agencies for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

SPENT CONVICTIONS SCHEMES

The aim of spent convictions legislation² is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

Spent convictions of specific offences will be released where the check is required for certain purposes regardless of how old they are.

Each Australian police agency will apply the relevant Spent Convictions legislation/information release policy prior to disclosure.

If further information or clarification is required please contact the individual police agencies directly for further information about their release policies and any legislation that affects them.

¹ Australian Federal Police, The New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police Service, Northern Territory Police Force.

² Applicable spent conviction legislation, as amended from time to time.

Commonwealth

Part VIIC of the Crimes Act 1914 (Cth) deals with aspects of the collection, use and disclosure of old conviction information. The main element of this law is a "Spent Convictions Scheme". The aim of the Scheme is to prevent discrimination on the basis of certain previous convictions, once a waiting period (usually 10 years) has passed and provided the individual has not re-offended during this period. The Scheme also covers situations where an individual has had a conviction "quashed" or has been "pardoned".

A "spent conviction" is a conviction of a Commonwealth, Territory, State or foreign offence that satisfies all of the following conditions:

- it is 10 years since the date of the conviction (or 5 years for juvenile offenders); AND
- the individual was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months; AND
- the individual has not re-offended during the 10 years (5 years for juvenile offenders) waiting period; AND
- a statutory or prescribed exclusion does not apply. (A full list of exclusions is available from the Office of the Australian Information Commissioner).

The law affects Commonwealth authorities in the following ways:

- a person with a conviction protected by Part VIIC does not have to disclose that conviction to any person, including a Commonwealth authority, unless an exclusion applies;
- Commonwealth authorities are prohibited from accessing, disclosing or taking into account spent convictions of Commonwealth offences.

Part VIIC and Crimes Regulations 1990 provide for "statutory" or "regulatory" exclusions that will prevent certain Commonwealth convictions from being spent in certain circumstances.

New South Wales

In New South Wales the Criminal Records Act 1991 (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court. A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a 10 year crime-free period from the date of the conviction. However, certain convictions may not become spent. These include:

- where a prison sentence of more than 6 months has been imposed (periodic or home detention is not considered a prison sentence);
- convictions against companies and other corporate bodies;
- sexual offences pursuant to the Criminal Records Act 1991; and
- convictions prescribed by the Regulations.

**NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED AGENCIES - CUSTOMERS)**

C R I M I N A L

CRIMINAL JUSTICE DIVISION

GENERAL INFORMATION (cont)

Queensland

Under Queensland's Criminal Law (Rehabilitation of Offenders) Act 1986 a conviction automatically becomes spent upon completion of the prescribed (rehabilitation) period. This period is:

- 10 years for indictable offences where the offender was an adult at the time of conviction; and
- 5 years for other (summary offences or where the offender was a juvenile).

Where a person is convicted of a subsequent offence (an offence other than a simple or regulatory offence) during the rehabilitation period, the period runs from the date of the subsequent conviction.

Convictions where the offender is sentenced to more than 30 months imprisonment (whether or not that sentence is suspended) are excluded from the regime.

Once the rehabilitation period has expired, it is lawful for a person to deny (including under oath) that the person has been convicted of the offence, and the conviction must be disregarded for occupational licensing purposes (subject to certain exceptions, see below). It is unlawful for any person to disclose the conviction unless:

- the convicted person consents;
- the Minister has granted a permit authorising disclosure (where there is a legitimate and sufficient purpose for disclosing);
- the disclosure is subject to an exemption.

South Australia

Release of information on a National Police Check is governed by the South Australian Spent Convictions Act 2009. It is an offence to release information regarding the convictions of a person if those convictions are deemed to be 'spent' under the Act.

A spent conviction is one that cannot be disclosed or taken into consideration for any purpose. Eligible convictions become spent following a 10 year conviction and proven offence-free period for adults, and a 5 year conviction and proven offence-free period for juveniles.

The Act defines a conviction as:

- a formal finding of guilt by a Court;
- a finding by a Court that an offence has been proved.

Certain convictions can never be spent. These include but are not limited to:

- convictions of sex offences;
- convictions where a sentence is imposed of more than 12 months imprisonment for an adult, or 24 months imprisonment for a juvenile.

Schedule 1 of the Act sets out a number of exceptions to the rule where spent convictions can be released. Some examples of this include:

- the care of children;
- the care of vulnerable people (including the aged and persons with a disability, illness or impairment);
- activities associated with statutory character tests for licensing.

Interstate offences are released in accordance with that State or Territory's spent conviction / rehabilitation legislation and policy. Intelligence-type information is not released.

Victoria Police

For the purposes of employment, voluntary work or occupational licensing/registration, police may restrict the release of a person's police record according to the Victoria Police "Information Release Policy". If you have a police record the "Information Release Policy" may take into account the age of the police record and the purpose for which the information is being released. If 10 years have elapsed since you were last found guilty of an offence, police will, in most instances, advise that you have no disclosable court outcomes. However, a record over 10 years may be released if:

- it includes a term of imprisonment longer than 30 months;
- it includes a serious, violent or sexual offence and the check is for the purpose of working with children, elderly people or disabled people;
- it is in the interests of crime prevention or public safety.

Findings of guilt without conviction and good behaviour bonds may be released. Recent charges or outstanding matters under investigation that have not yet gone to court may also be released.

Western Australia

Under the provisions of Section 7(1) of the Spent Convictions Act 1988 (WA) only "lesser convictions" can be spent by Western Australia Police, after a time period of 10 years plus any term of imprisonment that may have been imposed. A lesser conviction is one for which imprisonment of 12 months or less, or a fine of less than \$15,000 was imposed.

All other convictions, such as "serious convictions" applicable under Section 6 of the Act can only be spent by applying to the District Court. At the time of sentencing, the Court may make a "spent conviction order" under the Sentencing Act 1995 (WA) that the conviction is a spent conviction for the purposes of the Spent Convictions Act 1988 (WA).

PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

It is a serious offence to provide false or misleading information.