

## Volunteer Information

Please use the following to assist with completing the Volunteer Registration Form below:

- Please complete all fields/questions. Questions with this symbol \* are compulsory.
- Once completed, please email to [staylor@habitat.org.au](mailto:staylor@habitat.org.au) Forms are accepted via email or in person (**please type your name & date if emailing back** or sign document in space provided if bringing in person).
- If you are completing this form electronically;  
**Shaded Areas:** 'mouse click' once over shaded area to word process your response. The shaded area will automatically disappear.  
**Shaded Boxes:** Hover over the box with the mouse and then double click. A 'Check Box Form Filled Options' window will appear. Click in 'checked' option. A cross will appear within the box. Click on ok. You will then automatically return to the form.

## Compulsory Requirement:

Before volunteering we require you to complete the Online [WHS Induction Course](#), and [National Police Check](#), and [Working with Children Check](#) see the link in **blue** below. Please submit your National Police Check form as VOAN Volunteer (VC) with your 100 point 'proof of identification' to any police station or a Justice of the Peace (JP). (Louise is a JP if you prefer to come in the office to have your proof of identification sighted and verified). Once the POI has been sighted and verified please send the form into us for lodging. As a volunteer organisation we authorise your application and lodge the application at **no cost to you**. Please Note: At some point we may ask you to complete your Working With Children Check (WWCC). The link is on the form below, there is no cost to you to have these checks done, you can submit these applications at any time prior our request.

## Online WHS Induction Course

As part of our Habitat for Humanity's WHS compliance it is a requirement that all our volunteers complete an on-line WHS Induction course ([link below](#)). It takes around 15-20 minutes and will generate a Certificate that each volunteer will need to print and email or bring with them on their first day - this is essential, without the Certificate volunteers will not be allowed on-site.

Please register and complete the online induction ahead of the day.

**Step 1:** Cut & Paste this URL into your web browser and select REGISTER. Complete you details in the fields provided.  
<https://habitatforhumanityaustralia.my.intuto.com/accesscode?k=wEor9JA+D8fT4r1FUyeyfU2zrOzjY2FtLMbEu1zLvog=>

**Step 2:** A new screen will come up with



You're about to access

Work Health & Safety for  
Volunteers SA - updated 2023

Access this course

Cancel

**Step 3:** Complete the WHS Induction training, **print or screen shot the certificate** and email it to [staylor@habitat.org.au](mailto:staylor@habitat.org.au) at least 3 working days prior to being on site.

## Volunteer Registration Form

* First Name:		* Surname:		* Title: Mr/Mrs/Ms
Preferred Name:		* Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	DOB (d/m/y):	
* Contact Details:	* Email:		Mobile:	
	* Preferred contact number:		Home:	
* Address (number, street, suburb/town, state/country, postcode):				

## Emergency Contact Information

* Contact name:		* Relationship:		
* Contact Details:	Mobile:	Work:		
	Home:			
* Address (number, street, suburb/town, state/country, postcode):				

## Background Information \* denotes compulsory requirement)

Do you have any specific areas of expertise that would assist our organisation?  Yes  No

Eg:

Days you are available to volunteer: Mon  Tues  Wed  Thurs  Fri  Sat

\* Have you completed the Habitat for Humanity [Online WHS Induction Course](#)?  Yes  No (print or email certificate)

Have you submitted your '[National Police Check](#)' Application?  Yes  No

Have you submitted your [Working with Children Check](#) Application?  Yes  No

Please provide your personal ID number, if you have one – (eg 'SRN xxxx-xxxx') .....

Do you have a current First Aid Certificate?  Yes  No

Do you have a 'White Card' (Workcover OHS&W -Work safely in the construction industry)  Yes  No

Please tick the box below which best describes your experience or skill level (if applicable):

	Very experienced	Some experience	Interested but limited experience
Retail & sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving larger vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What type of licence do you have? ____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removing furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handyperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building / renovating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labouring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gardening/Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Medical Information

\* Do you have any medical conditions, allergies (medicine, food, bee sting etc.),  Yes  No  
If yes please List

\* Please list any disabilities or past injuries that may affect your participation.

**NOTE: If you have any pre-existing disabilities, injuries, or conditions, please attach a letter from your doctor confirming that you are fit to undertake volunteer work on a building site.**

*Habitat for Humanity Australia is committed to providing a safe and healthy work site and ensuring they do not place any members of the community at risk of injury or illness.*

### \* Approval

Do you give approval for photos of yourself (no name will be used) participating in the Habitat for Humanity building program to be used on the internet? (eg. Habitat website, E-News & Facebook page)

Yes  No

## Volunteer Agreement

- I have notified Habitat for Humanity of all relevant medical conditions and pre-existing injuries
- I will not smoke, consume, or store alcohol, illicit drugs or any other drugs while working on Habitat projects.
- While on a Habitat for Humanity site I will not be under the influence of any medications, drugs or alcohol that may affect my ability to work safely (eg: medications containing sedatives).
- I will cooperate to ensure a safe, happy, and hygienic team environment.
- Images (eg: photographs) or videos taken of me on a project may be used for promotional purposes.
- I will accept responsibility for my own safety and belongings and will not knowingly or carelessly endanger the safety and welfare of any other participants in Habitat for Humanity activities.
- I understand that I am responsible for abiding to the relevant State and Federal regulations and in addition, obeying Habitat for Humanity Australia SA Inc Occupational Health and Safety Policy, Equal Opportunities Policy and other relevant policies and procedures that relate to my designated role within the organisation.
- I understand my behaviour must at all times be respectful towards others, acknowledging that Habitat for Humanity works with people on a non-discriminatory basis as partner families, recipients and other participants involved in Habitat for Humanity programs represent a variety of backgrounds.

**I agree to the above 'Conditions of Participation' and I understand that failure to comply with any of these conditions may result in Habitat for Humanity requesting me to leave.**

\*Signature:

\*Date:

**(Ensure you type in name & date, or sign if returning via post. Thank you)**

Completion and return of this document electronically indicates your acceptance.