

Confidential Volunteer Application Form Girls in STEM 2019

Please use BLOCK letters. If you require extra space, please attach additional pages.

Part A - Personal Details

Surname: _____

Given name(s): _____

Preferred name: _____ Gender: Male Female Other

Title: Mr Mrs Miss Ms Other

Address: _____

Postcode: _____

Postal Address (if different): _____

Postcode: _____

Telephone: Home: _____ Work: _____ Mobile: _____

Email: _____

Date of Birth: _____ *Volunteers must be over 18*

Citizenship: Australian Citizen Permanent Resident
Entitled to live and work in Australia
Passport /Visa Details

Prior Volunteering: I have volunteered previously with EdConnect Australia Yes No

Working with Children Card: I have a current WWC card Yes No
If yes: Card Number _____ Expiry _____

Part B - Emergency Contact Information

Emergency Contact Name: _____

Telephone: _____

Do you have any issues we should be aware of? (eg health, mobility): _____



Part C – School Information and availability

Please indicate from the list of Girls in STEM participating schools your preferred school(s).

Preferred school(s)	Bellarine Secondary College	Drysdale
or community:	Newcomb Secondary College	Newcomb
	Northern Bay College	Corio
	Geelong High School	East Geelong
	Point Cook Secondary College	Point Cook
	Melton Secondary College	Melton
	John Fawcner Secondary College	Fawcner
	Glenroy Secondary College	Glenroy
	Bayside Secondary College	Newport
	Bundoora Secondary College	Bundoora

Availability:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon

Part D – Experience / Skills / Interests

This information will be used to facilitate the matching process. Girls in STEM volunteers must have professional, industry or academic experience in STEM. Please indicate

Occupation:	Science	Professional
	Maths	Industry
	Technology	Academic
	Engineering	

Work experience: Briefly tell us your STEM experiences and how it could help in your volunteer role:

Community
Involvement:

Languages
spoken (other
than English):



Activities and Interests:

Please mark which activities you enjoy. Leave items blank you have no interest in.

Sports (Watching/Playing)

Auto Racing
Bowling
Frisbee
Hockey
Snow Sports
Tennis
Yoga/Tai Chi
Basketball
Cricket
Golf
Martial Arts
Soccer
Volleyball
Bikes/BMX
Football
Gym
Rugby
Swimming
Water Sports

Recreation and Entertainment

Animals/Nature
Cooking
Fishing/Camping/Hiking
Movies/Theatre
Photography
Trades/Fixing Things
Word Games
Art - Painting etc
Crafts/Sewing/Knitting
Gardening
Museums
Reading/Writing
Travel
Board Games/Cards
Dance
Horse Riding
Music
Sciences
Video Games/Computers

Part E – Referees

Please provide TWO referees who are NOT family members and who have known you for at least TWO years. Where possible please include email addresses. These people will be contacted prior to acceptance of your application. Please let your referees know that we will be contacting them.

Referee 1:	Name:	_____
	Telephone (office hours):	_____
	Email:	_____
	Position/Relationship to you:	_____
Referee 2:	Name:	_____
	Telephone (office hours):	_____
	Email:	_____
	Position/Relationship to you:	_____



Part F – Other Information

Ethnicity: *This information is collected for statistical purposes. Please select one only.
Source: 1249.0 - Australian Standard Classification of Cultural and Ethnic Groups (ASCCEG), 2011*

Aboriginal &/or Torres Strait Islander	Oceania - Australia, New Zealand
North-West European	Southern & Eastern European
North African & Middle Eastern	South-East Asian
North-East Asian	Southern & Central Asian
Peoples of the Americas	Sub-Saharan African

How did you hear about the program?	Brochure/Flyer	Word of mouth	Presentation
	School	Media - Radio/Newspaper	Volunteer Centre
	Internet	Workplace	
	Other (please specify)		

Part G – Training & Participation

I understand that Girls in STEM is a pilot program in ten Victorian Schools from 1st February 2019 - 30 June 2019. All volunteers are required to undertake training prior to commencement. I will make myself available to attend one of the following training sessions:

Monday 11th February	6pm – 9pm	CBD
Wednesday 13th February	6pm – 9pm	CBD
Thursday 14th February	10am-4pm	CBD
Friday 15th February	10am-4pm	Williamstown
Saturday 16th February	10am-4pm	Geelong

I commit to providing two hours per week support to the students of Girls in STEM according to the following schedule:

	Term 1:	Term 2:
Week 1	N/A	Tuesday April 23 – Friday April 26
Week 2	N/A	Monday April 29 – Friday May 3
Week 3	N/A	Monday May 6 – Friday May 10
Week 4	Monday February 18 – Friday February 22	Monday May 13 – Friday May 17
Week 5	Monday February 25 – Friday March 1	Monday May 20 – Friday May 24
Week 6	Monday March 4 – Friday March 8	Monday May 27 – Friday May 31
Week 7	Monday March 11 – Friday March 15	Monday June 3 – Friday June 7
Week 8	Monday March 18 – Friday March 22	Monday June 10 – Friday June 14
Week 9	Monday March 25 – Friday March 29	Monday June 17 – Friday June 21
Week 10	Monday April 1 – Friday April 5	Monday June 24 – Friday June 28

School Holidays: Monday April 8 to Monday April 22



Part H - Declaration / Submission

Volunteer's Code of Conduct

I acknowledge that I have read and agreed to the Girls in STEM Volunteer's Code of Conduct. Please see attached.

Yes

No

Volunteer Information Sharing

I agree to my personal information being disclosed to relevant third parties (including but limited to schools, relevant state department of Education, and child protection agencies)

Yes

No

Volunteer Image Use and Identification

I give permission for EdConnect Australia to use images of me for training and publicity purposes. I also agree to being identified when images of me are used for training and publicity purposes.

Yes

No

Applicant

Signature:

Date:

Please note: *PRIVACY ACT: The use of all information obtained adheres to the guidelines stipulated in the Privacy Amendment Act 2000. Any personal data collected will be treated as confidential, in line with the principles of the Privacy Amendment Act 2000.*



EdConnect Australia
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Email: edconnect@edconnect.org.au



Volunteer's Code of Conduct - Girls in STEM - Pilot 2019

(Refer Policy 5.5 - Volunteer's Code of Conduct)

For the purposes of EdConnect Australia, and therefore this document, a "Volunteer" means anyone who assists with EdConnect in an unpaid capacity. All volunteers with EdConnect are required to work in accordance with the following Code of Conduct.

General Conduct

1. I confirm I have read and will comply with and exercise due care in carrying out my Roles and Responsibilities (as outlined in the EdConnect handbook (The Handbook) available at www.edconnectaustralia.org.au/volunteer).
2. Comply with the law in my State/Territory regarding reporting of child abuse or neglect as outlined in The Handbook and EdConnect policies, including maintaining valid Working with Children registration.
3. Immediately advise EdConnect of any matter of which I am involved that has or could lead to criminal conviction.
4. Represent EdConnect with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour including appropriate attire in keeping with my role and responsibilities in a manner that does not cause offence.
5. Follow through and complete agreed tasks and commitments. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model.
6. Respect all ethnic racial and religious groups and not attempt to influence or persuade students on religious, controversial or political matters
7. Advise EdConnect of any employee, or person acting on behalf of EdConnect including school based staff or volunteers who I believe has acted in a way which may be detrimental or brings into disrepute the good name of EdConnect.
8. Be alert and focussed when undertaking my role and not be under the influence of alcohol or illicit drugs, or the effects of prescribed drugs that effect my perception or mobility.
9. Advise EdConnect if I experience any significant changes in my physical or mental well being that may adversely affect my volunteering role. Note: Volunteers over 85 will be required to complete an EdConnect self assessment tool annually to confirm ongoing ability to continue in their chosen volunteering role for insurance purposes.

Relationship with Student/s

11. Respect the privacy of students and teaching staff supported by EdConnect and hold, in confidence, sensitive, private and personal information collected as per the EdConnect Privacy Policy as outlined in the Handbook.
12. Undertake my volunteer role with my allocated student/s in an area of the school within eye sight of school staff.
13. Not initiate physical contact with students and will for example avoid the "strike zone" (from shoulders to knees). I agree that I will use discretion to limit physical contact to accepted gestures of greeting, guidance and praise, such as shaking hands, or high fives, and adhere to the schools policy in this regard.
14. Not engage in or initiate sexual or romantic contact or relationship with a student. Provide a safe environment by not harming children, youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
15. Not engage in any illegal activities with students including, but not limited to, providing alcohol, tobacco, and drugs, pornographic or offensive material.



16. Not email or engage with my allocated student/s via telephone, text messaging, and social networking and other external devices or technologies unless this is part of an EdConnect approved program. The prohibition includes, but is not limited to, Facebook, Instagram, Snapchat, and Twitter.
17. Agree to advise EdConnect where I have a pre existing relationship with a student and/or their family at the point I become aware of a potential conflict of roles and that this may impact the decision by EdConnect/school to progress the relationship.
18. Not transport students as part of my role in any way.
19. Not give food or money to students additional to point 21 below without express permission of EdConnect who will gain parental/school consent where appropriate to ensure students safety arising from food allergies.
20. Agree to not give my allocated student a gift greater than a value of \$10.00 and that this will be restricted to occasions such as the end of the school year, birthdays, or at the formal conclusion of the relationship with my allocated student. I further understand that gift giving is optional and not a requirement and that I will consult with and get approval from the school before giving any gifts.
21. When receiving a gift from parents or students I will declare all gifts over the value of \$50.00 to EdConnect. Cash gifts are not to be accepted and are to be respectfully declined.
22. Not photograph students without the express written permission of the school and students parent/s/guardian.

Compliance with School protocols

23. Comply with relevant school policies and procedures as advised by school staff and follow lawful direction by school staff.
24. Undertake my role in a safe work environment. This includes: taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; compliance with any reasonable instructions relating to health and safety; and cooperation with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care.
25. Sign in and out using the EdConnect attendance book at my chosen school during each school visit and wear an approved and issued identification badge during school visits.
26. Immediately telephone the School Coordinator, if I am unable to attend an agreed volunteer session in my school and thereafter advise EdConnect if I am unable to continue in my chosen role if unavailable for greater than a week.
27. Accept that all EdConnect volunteering activities are school based, during regular school hours and occur on school grounds unless otherwise arranged and sanctioned by EdConnect.
28. I agree that I will not continue the in school relationship outside of school grounds, or out of school hours nor attend my mentees home.
29. Accept that there may be occasions where incidental contact may occur with a student outside of a school such as in passing in the local shops etc. I agree that I will not pursue a relationship as outlined in 28 above.
30. Consult with my School Coordinator if have concerns about my volunteering role or disagree with the tasks allocated in the first instance. If I am unable to resolve the matter I will contact my School Liason Officer for further consultation and guidance.

I acknowledge and agree to abide by the Volunteer's Code of Conduct Girls in STEM - Pilot 2019 above and accept that any breach of this code may result in the termination of my volunteer role.