



MEMBER APPLICATION FORM

OUR MISSION

The Society of St Vincent de Paul is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

If you need help completing this form, please contact your Interviewer / Conference President, or email us at: membership@vinnies.org.au

1. Applicant Details (Please provide your legal name, i.e. the name on your birth certificate)

Conference Applying For:

Society Contact (if known):

Title: First Name: Surname:

Preferred Name: Date of Birth (DD/MM/YYYY):

Street Address:

Suburb: State: Postcode:

Email:

Telephone: Mobile:

Preferred Contact Method: Phone Mobile Email

2. Emergency Contact Details (Contact details of people whom we can contact to support you in an emergency)

Contact Person 1:

Relationship: Phone:

Email:

Contact Person 2:

Relationship: Phone:

Email:

The Society of St Vincent de Paul (NSW) is committed to respecting the privacy of the personal information we collect. The Society's Privacy Policy explains the steps we take to comply with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APP's). You can view the Privacy Policy here: www.vinnies.org.au/nsw/about-us/nsw-privacy-policy

3. Background Checks (The Society of St Vincent de Paul (NSW) is a child safe organisation. Members are required to undergo background checks.)

A. Working with Children Check (WWCC) (Not required if applicant is under 18 years of age)

WWCC Application Number/WWCC Number: Expiry Date:

B. National Criminal History Check (NCHC) (Not required if applicant is under 18 years of age). The St Vincent de Paul Society NSW will contact you with instructions on how to complete the NCHC and will pay for your NCHC.

C. Referee Checks Two referees, who are not relatives. If a Vincentian is acting as your sponsor, please enter their details as Referee 1.

Referee 1:

Relationship:

Phone:

Email:

Referee 2:

Relationship:

Phone:

Email:

4. Diversity

The Society of St Vincent de Paul (NSW) is committed to implementing its Reconciliation Action Plan and the Diversity and Inclusion Policy. The following information helps the Society understand the experience of people who identify as being from Aboriginal and/or Torres Strait Islander background, from a culturally and linguistically diverse background, who experience gender diversity and/or who have a disability. This enables the Society to build its internal capabilities. Answering the Diversity questions is **optional**. If you do not want to answer any of these questions, please select 'Prefer not to Say'.

Do you identify as being of Aboriginal or Torres Strait Islander descent?

Aboriginal Torres Strait Islander Aboriginal & Torres Strait Islander No Prefer not to say

Do you identify as being from a culturally and linguistically diverse community?

Yes No Prefer not to say

If Yes, country of birth:

Language spoken at home:

How would you describe your gender?

Woman Man Self-described, please specify: Prefer not to say

Do you identify as a person with a disability?

Yes No Prefer not to say

If 'Yes', please specify any adjustments to your working environment or arrangements as a member:

5. Relationship to the Society

New Member Existing Volunteer/Employee Former Member/Volunteer/Employee

Where did you hear about opportunity?

Parish SEEK Vinnies Website University/School Social Media Other

If 'Other', please specify:

6. Conditional Agreement & Declaration for Membership

By completing and signing this application, I acknowledge and agree to observe and respect the Society's Code of Conduct, all policies, procedures, and terms and conditions applicable to members, which the Society may vary from time to time. In doing so, I agree to the terms of the Conditional Agreement for Membership.

I have read and I understand the **Conditional Agreement for Membership**

I have read and I understand the **Privacy Collection Statement**

You access a copy of the following documents here:

1. Code of Conduct

2. Conference Member Role Description

3. Associate Member Role Description

7. Conditional Membership Commitments

I wish to become a member of The Society St Vincent de Paul (NSW) Yes No

I agree to abide by **The Rule** of the St Vincent de Paul Society as published in Australia Yes No

Name: Signature: Date:

Parent/Guardian Name: Signature: Date:
(If applicant under 18 years of age)

8. Declaration

I declare that all information in this application given by me for membership with The Society of St Vincent de Paul (NSW) is true and correct, and I have not knowingly withheld any information that would, if disclosed, affect my application.

Name: Signature: Date:

Parent/Guardian Name: Signature: Date:
(If applicant under 18 years of age)

When you are registered as a member, if you are given access to the Society's Client Assistance Management System (CAMS) you will be provided with a Society-approved email address.

OFFICE USE ONLY

Section (i) Completed by Interviewer / Conference President

Interviewer / President Name: Interview Date:

Central Council: Administrative Region:

Conference / Location: Conference President:

Section (ii) Completed by Authorised Society Personnel

NCHC Clearance Yes No Date NCHC Issued:

WWCC Number Verified Yes No Date WWCC Issued:

Reference Check 1 Completed Yes No Reference Checks Completed by:

Reference Check 2 Completed Yes No Date All Checks Completed:

Section (iii) Completed by Authorised Society Personnel

Applicant Informed of Outcome Yes No

Date Informed: Start Date (if applicable):

Record Created on Member Database Yes No Member Database ID Number:

All Documentation Scanned Yes No Date Scanned:

Storage Location:



CONDITIONAL AGREEMENT FOR MEMBERSHIP

I agree and understand:

- a. that I am applying for membership with The Society of St Vincent de Paul (NSW);
- b. that the Society may collect and handle my personal information in accordance with the Privacy Collection Statement on this form;
- c. to participate in an interview and for the Society to undertake reference and background checks in relation to me; and

that if I am offered the opportunity to be a member with the Society. I agree:

- d. to act in a way consistent with the Mission & Vision of the Society;
- e. to comply with reasonable requests by the person delegated to supervise my member activities;
- f. that if my member role involves the handling of any personal information about the Society's clients, personnel, or other individuals, that I will only collect, access, and use that information to the extent strictly necessary for the performance of my duties. In particular, I acknowledge and agree that I will:
 - only collect, access and store personal information about members, volunteers, employees, donors, clients or other people the Society assists on the Society's information technology systems, and as otherwise authorised by the Society, and not on any personal devices or systems;
 - only access personal information about an individual if I strictly require access to that information to perform the member role;
 - not share personal information about an individual with another member, volunteer or employee of the Society except as strictly required to perform the member role;
 - not to disclose personal information about an individual with another client or member of their household without the individual's prior consent;
 - not disclose, or otherwise share, personal information about an individual with anyone outside the Society, except as strictly required to perform the member role and only then with the prior authorisation of the Society; and
 - not copy, print, email or otherwise transmit any information about an individual except as strictly required to perform the member role and only then with the prior authorisation of the Society; and
 - abide by the terms of use for all of the Society's information technology systems;
 - not record or disclose my username or password for any of the Society's information technology systems;
 - not use the same username or password for any of the Society's information technology systems, as the username or password that I use for other accounts, applications, platforms or systems;
 - only access the Society's information technology systems using the username assigned to me personally by the Society; and
 - inform the Society immediately if I suspect or know that I have lost information or allowed access to information by or disclosed information to, a member, volunteer, employee, donor, client or other person, in circumstances not permitted by the Society.



- g. not to disclose any confidential information about the Society, including on social media platforms, unless specifically authorised by the Society or compelled by law. I understand this confidential material includes, but is not limited to, details about the Society's members, volunteers, employees, donors, clients or other people we assist;
- h. to make reasonable efforts to ensure my personal health and safety, and that of others in the workplace, to comply with all reasonable and lawful directions (such as Safe Work Procedures or wearing personal protective equipment) instructed by Society leaders for health and safety purposes;
- i. I will advise the person to whom I report of any changes to my health or capacity that may affect my ability to perform in my role, for example illness, medication, or injury; and
- j. I will advise the person to whom I report of any conflicts of interest, actual, potential, perceived or financial, that may arise in my member role and agree to abide by the Conflict of Interest Policy.

I understand that I may not be offered membership with The Society of St Vincent de Paul (NSW), that to be offered membership all background checks must be returned with cleared results, and that any offer of membership with the Society does not, and will not, constitute an offer of employment.

By completing this application, I understand that I will not be offered membership with the Society until background checks are returned with cleared results and, in the case of membership, the sponsor interview has been completed and found satisfactory, that any offer of membership does not constitute an offer of employment, and that final acceptance of a new member is the prerogative of the Conference President and subject to the final approval of the NSW State President.

I also understand that if any information I have provided is found to be false or misleading, I may be subject to disciplinary action up to and including the cessation of membership with the Society.



PRIVACY COLLECTION STATEMENT

The Society of St Vincent de Paul (NSW) and its related entities (the Society, us, we, our) recognise and value the protection of your personal information. This is the Society's privacy collection statement for members and prospective members. If you apply to be a member, or are accepted as a member, with the Society then we will collect and handle personal information about you as described in this statement.

Applying to be a member

The types of information we collect, use, disclose and otherwise handle will include the details on this form, and other information necessary to assess your application to be a member with the Society, conduct screening checks, to consider and contact you regarding other positions and to manage any subsequent member position you undertake for the Society, and for our related internal administrative purposes. Some of this information may be collected from third parties, such as your referees, aptitude assessors, current and former employers and through criminal history and background checks.

In carrying out these activities, we may disclose personal information to our related entities, current contractors, advisors, our third-party product, and service providers and as otherwise authorised or permitted by law. Generally, these parties are in Australia, but this can vary, and we may disclose personal information to such recipients overseas, where permitted by privacy laws.

If your application to be a member is unsuccessful, we may retain personal information in our database for around 12 months (unless you ask us not to).

If accepted as a member

If you are accepted by the Society to be a member then your name, position and contact details may also be shared with other members, volunteers and personnel of the Society and our partner organisations.

In the course of your member position, we will collect, use and disclose personal information (which may include sensitive information) to monitor member engagement, seek feedback and conduct surveys, to undertake training, identification, management and

monitoring and further background and screening checks, to undertake conduct review, disciplinary action and where needed termination, for funding and fundraising purposes, for reporting and statistical purposes, responding to media requests, to review and manage the Society's facilities, IT infrastructure and other assets (including work, health and safety matters, security matters, manage and monitor attendance and use of such assets by members including through use of CCTV and other audio, visual, data and electronic surveillance), and for legal, regulatory and compliance obligations and other administrative purposes. In carrying out these activities, we may disclose personal information to our related entities, product and service providers (such as those performing background and screening checks, surveillance and training services, study partners, survey development and implementation services and other feedback collection services), and other relevant third parties such as our agents, contractors, advisors and law enforcement and regulatory agencies. Generally, these parties are located in Australia, but this can vary and we may disclose personal information to such recipients overseas where permitted by privacy laws.

Further information

If you do not provide us with the personal information that we request, we may be unable to consider your application, or permit you to continue to be a member with us.

Our Privacy Policy, located on our website at www.vinnies.org.au/nsw/about-us/nsw-privacy-policy, contains additional information regarding how we handle personal information, including how you may seek access to, or correction of, personal information that we hold about you, and how you may make a complaint if you believe we have handled your personal information in a way that breaches our privacy obligations. If you would like further information, please contact us by email at privacy@vinnies.org.au or by mail at PO Box 5 Petersham NSW 2049.

Nothing in this collection statement restricts the Society's ability to handle personal information in a manner otherwise consistent with the privacy laws.