

Engagement Details (Team Leader/Manager to complete)			
Type: <input type="checkbox"/> Volunteer <input type="checkbox"/> Student		Team:	
Full Name:		Location:	
Reporting to:		Hours/Days:	
Start Date:		Anticipated Finish Date:	
Will they conduct work with children? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will they drive an LLW vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do they require a LLW user account? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Personal Details (Volunteer/Student to complete)			
D.O.B:			
Street address:			
Suburb:	State:	Post code:	
Contact number:		Contact email:	
Emergency Contact Details			
Name:		Relationship:	
Contact phone number/s:			
Students only			
Course or Qualification studying:			
University / Training organisation:		Contact Person:	
Contact person Email:		Contact person phone:	
Is this part of a LLW / University Student Placement Agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Volunteers only (to be completed by Team Leader/Manager)			
Work type:			
Nature of volunteering services:			
Is an honorary payment applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount payable per activity/period:		
If yes, please provide details:			
<i>Honorary payment arrangements require liaison with Director (People and Communication).</i>			

### Student or Volunteer Acknowledgement

I have checked the above information and declare that it is true and correct:

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

Date:     /     /

Team Leader/ Manager acknowledgement and sign off Volunteer or Student Details

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

Date:     /     /