

IMPORTANT - Please note the following instructions:

1. You must complete all sections of the Application Form and provide **ALL** supporting documentation for your application to be processed.
2. Use this checklist to ensure **ALL** requirements are addressed. The District Commissioner should remove and retain this checklist before sending the application to the Victorian Scout Centre.

Application Form Checklist	
Ensure you have completed all sections of the Application Form	
<input type="checkbox"/> Page 1	Complete all sections. <i>District Commissioner to advise details of Personal Leader Advisor/Mentor/Buddy</i>
<input type="checkbox"/> Page 3	Initial all 10 components of the Code of Conduct for Adults in Scouting
<input type="checkbox"/> Page 4	Complete the Declaration and Undertaking questions
<input type="checkbox"/> Page 5	Signed and witnessed by Group Leader, District Commissioner, or Region Commissioner
Application Form Attachments	
<input type="checkbox"/>	Attach a copy of your Working With Children Check Card or evidence of your application
<input type="checkbox"/>	Attach a passport size photo on page 1
<input type="checkbox"/>	Attach 100 points of identification in accordance with the guidelines on page 6. All identification must be certified true copies. <i>Only required for roles where a National Police Records Check is required (Assistant Leader, Adult Helper, and Office Bearers requiring Extranet access such as Chairman, Secretary, Registrar, or Treasurer).</i>
<input type="checkbox"/>	Attach a certified copy of your Marriage Certificate or Change of Name Certificate as proof of your legal change of name if you are submitting any identification under a former surname.
Important Notice - CrimCheck	
A link will be emailed to the applicant in order to complete the online National Police Records Check. Please action this email within 24 hours of receipt so as to not delay your application.	
Important Notice - Reference Checks	
Scouts Victoria undertakes reference checking on all applicants for Assistant Leader and Adult Helper roles to assess suitability for adult membership with Scouts Victoria. You do not need to provide references on this form. When this form is processed by the Scouts Victoria Membership Support Team you will receive an email from us providing instructions on our reference checking process and a link to our reference checking partner SkillsSurvey®. Please action this email within 24 hours of receipt so as to not delay your application. A summary of your results of the reference check will be provided to your Group Leader and District Commissioner.	
Need Assistance?	
In the first instance you should speak with your Group Leader or District Commissioner. Group Leaders and District Commissioners should call the Membership Support Team on 1800 SCOUTS between 8:30am – 5:00pm Monday to Friday or email membershipsupport@vicscouts.asn.au	
Submitting your Application	
<p>Mail or deliver all documents to: Victorian Scout Centre, 152 Forster Road, MOUNT WAVERLEY VIC 3149 With a copy of WWCC card and 100 points certified ID</p>	



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Today's Date: / /	Received Date: (VSC use only) / /
Group/Formation:	Role applied for:
District:	Region:
Membership Number (if known):	
Last Scouting Role (if applicable)	
Role/Position:	Group/District:
State/Country:	Year Last Active:

SECTION A - PERSONAL DETAILS		
Gender: <i>(tick one box only)</i> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	Date of Birth: / /	
Title: <i>(please tick)</i> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>	Given Name: <i>(Legal Given Name)</i>	
Preferred Name:	Middle Name:	
Surname: <i>(Legal Family Name)</i>		
Mobile Phone:	Home Phone:	Work Phone:
E-mail address <i>(Mandatory)</i> :		
Residential Street Address		
Suburb:	State:	Postcode:
Postal Address <input type="checkbox"/> <i>Tick if same as residential address</i>		
Postal Address:		
Suburb:	State:	Postcode:
Working with Children Check <i>(attach a copy of the card or your submitted application)</i>:		
Card or Application Number:	Expiry Date: / /	
Emergency Contact		
Name:	Phone:	
Relationship to you: <i>(e.g. Partner, Friend)</i>		



Attach photo here

SECTION B – ADDITIONAL INFORMATION	
The information sought in Section B is optional, however we would appreciate you sharing this information with us. We use this information assist with internal projects, grant applications and identify support needs, as well as to gain a better understanding of our membership.	
Are you of Aboriginal or Torres Strait Origin? <i>(tick all that apply)</i>	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal
	<input type="checkbox"/> Yes, Torres Strait Islander
What is your ancestry? <i>(please tick one)</i>	
<input type="checkbox"/> English	<input type="checkbox"/> Irish
<input type="checkbox"/> Italian	<input type="checkbox"/> German
<input type="checkbox"/> Chinese	<input type="checkbox"/> Scottish
<input type="checkbox"/> Australian	<input type="checkbox"/> Other
Do you speak a language other than English at home? <i>(if more than one language indicate the one that is spoken most often)</i>	
<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes <i>(Please specify)</i>
How well do you speak English?	
<input type="checkbox"/> Very Well	<input type="checkbox"/> Well
<input type="checkbox"/> Not Well	<input type="checkbox"/> Not at all
Is English Assistance Required?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Disability or Impairment	
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate the areas of disability, impairment or long-term condition:	
<input type="checkbox"/> Learning	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Vision
<input type="checkbox"/> Other <i>(please specify)</i>	<input type="checkbox"/> Hearing/Deaf
	<input type="checkbox"/> Mental Illness
	<input type="checkbox"/> Acquired Brain Impairment
	<input type="checkbox"/> Physical
Which of the following categories best describes your current employment status? <i>(tick one box only)</i>	
<input type="checkbox"/> Full-Time employee	<input type="checkbox"/> Employer
<input type="checkbox"/> Part-Time employee	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Casual employee	<input type="checkbox"/> Self Employed
	<input type="checkbox"/> Unemployed
	<input type="checkbox"/> Employed
	<input type="checkbox"/> Not employed
	<input type="checkbox"/> Seeking part-time work
	<input type="checkbox"/> Seeking full-time work
	<input type="checkbox"/> Unpaid worker in a family business
	<input type="checkbox"/> Not seeking employment
Which of the following classifications best describes your current or recent occupation? <i>(Tick one box only)</i>	
<input type="checkbox"/> 1 – Managers	<input type="checkbox"/> 6 – Sales Workers
<input type="checkbox"/> 2 – Professionals	<input type="checkbox"/> 7 – Machinery Operators and Drivers
<input type="checkbox"/> 3 – Technicians and Trade Workers	<input type="checkbox"/> 8 – Labourers
<input type="checkbox"/> 4 – Community and Personal Service Workers	<input type="checkbox"/> 9 – Retired
<input type="checkbox"/> 5 – Clerical and Administrative Workers	<input type="checkbox"/> 10 – Other
Which of the following classifications best describes the Industry of your current or previous Employer? <i>(Tick one box only)</i>	
<input type="checkbox"/> A - Agriculture, Forestry and Fishing	<input type="checkbox"/> K - Financial and Insurance Services
<input type="checkbox"/> B - Mining	<input type="checkbox"/> L - Rental, Hiring and Real Estate Services
<input type="checkbox"/> C - Manufacturing	<input type="checkbox"/> M -Professional, Scientific and Technical Services
<input type="checkbox"/> D - Electricity, Gas, Water and Waste Services	<input type="checkbox"/> N - Administrative and Support Services
<input type="checkbox"/> E - Construction	<input type="checkbox"/> O - Public Administration and Safety
<input type="checkbox"/> F- Wholesale Trade	<input type="checkbox"/> P - Education and Training
<input type="checkbox"/> G - Retail Trade	<input type="checkbox"/> Q - Health Care and Social Assistance
<input type="checkbox"/> H - Accommodation and Food Services	<input type="checkbox"/> R - Arts and Recreation Services
<input type="checkbox"/> I - Transport, Postal and Warehousing	<input type="checkbox"/> S - Other Services
<input type="checkbox"/> J - Information Media and Telecommunications	

SECTION C – UNDERTAKING AND DECLARATIONS	
Promise & Law	
I understand and accept: <ol style="list-style-type: none"> 1. The Scout Promise & Law as the Foundation of Scouting 2. The Mission, Aims, and Principles of Scouting which can be found at http://scouts.com.au/about-us/mission-aim-principles 3. The Spiritual Development Policy of the Scout Movement which can be found at http://www.scout.org/node/5339 4. The necessity to equip myself by training, and in other ways, for the responsibilities which I am undertaking 	
The Scout Promise (two options)	
<i>On my honour I promise that I will do my best to do my duty to my God, and To the Queen of Australia To help other people, and To live by the Scout Law</i>	<i>On my honour I promise that I will do my best to do my duty to my God, and To Australia To help other people, and To live by the Scout Law</i>
The Scout Law <ul style="list-style-type: none"> <li style="width: 25%;">• A Scout is trustworthy <li style="width: 25%;">• A Scout is considerate <li style="width: 25%;">• A Scout is loyal <li style="width: 25%;">• A Scout is thrifty <li style="width: 25%;">• A Scout is helpful <li style="width: 25%;">• A Scout is courageous <li style="width: 25%;">• A Scout is friendly <li style="width: 25%;">• A Scout is respectful <li style="width: 25%;">• A Scout is cheerful <li style="width: 25%;">• A Scout cares for the environment 	
Spiritual Affiliation (mandatory)	
Code of Conduct for Adults in Scouting	
This Code of Conduct is expected of all adults, members and associates, uniformed and non-uniformed who work within the Movement, recognising that at all times they should act responsibly and exercise a Duty of Care	
As an Adult in Scouting I accept the Code of Conduct, as follows;	Initial
Adults in Scouting respect the dignity of themselves and others	
Adults in Scouting demonstrate a high degree of individual responsibility, recognizing at all times that their words and actions are an example to other members of the Movement	
Adults in Scouting act at all times in accordance with Scouting principles, thereby setting a suitable example to all	
Adults in Scouting do not use the Movement to promote their own beliefs, behaviors or practices where these are not compatible with Scouting principles	
Adults in Scouting act with consideration and good judgment in all interpersonal relationships both inside and outside Scouting	
Adults in Scouting respect everyone’s right to personal privacy at all times. They take special care where sleeping, changing of clothing, bathing and ablutions are associated with any Scouting activity	
Adults in Scouting avoid unaccompanied and unobserved activities with youth members wherever possible	
Adults in Scouting for their own protection should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying youth members. It is recognised that, in certain circumstances, it may be necessary for a Leader or adult, whilst acting responsibly and exercising their Duty of Care, to be alone with a youth member	
Adults in Scouting are committed to providing a safe environment for youth members participating in the Scout Program, their parents or guardians and visitors. That safe environment must be in accordance with Scouts Australia’s policy of zero tolerance towards bullying, neglect, emotional, physical or sexual abuse of any kind. Adults in Scouting recognise that abuse can take many forms and can be perpetrated through various mediums, including through technology, and will be alert to abuse in all of its manifestations	
Adults in Scouting must report any conduct seen or heard that does not comply with this Code of Conduct. Specifically, Adults in Scouting must report promptly any suspicion or allegation of child abuse of youth members in their care. Where mandatory reporting is required, incident reports must be made to the police or designated State/Territory Authority in accordance with State or Territory Law and the nominated Scouting person should be advised. In all other cases the incident must be reported to the nominated Scouting person who shall report any suspicion or allegation of child abuse to the appropriate authority	



Declaration and Undertaking

I commit to advise Scouts Victoria if I am ever approached by the authorities in relation to improper conduct relating to children, assault, or any sexual offence by me whilst I am a member. I also understand and accept that should a credible claim be made against me of a child protection nature I will have my membership immediately suspended and will cease all contact with Scouting.

I authorise Scouts Victoria to utilise my National Criminal History Report in the assessment of this application in conjunction with my declaration below and agree that it may maintain a copy of the Report if deemed necessary.

I have reviewed this document in detail and am satisfied that I understand it. I accept the Code of Conduct and Mutual Agreement as outlined. In addition I make the following declarations in support of my application

• Have you ever been found guilty of an offence of any sexual nature committed in Australia or any other country?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Have you ever been charged, reported, or defended in a court of law any allegation of sexual abuse, assault or a sexual offence of any kind in Australia or in another country?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Have you ever been (or are you currently) subject to any restrictions regarding your contact with children in any employment, volunteer, or personal capacity?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Have you ever been dismissed or resigned as a volunteer or employee (or reported by any authority) for improper conduct relating to children in any jurisdiction?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Have you been named as the defendant in an intervention Order, restraining Order, Apprehended Violence Order, or other Domestic Violence Restraining Order, or equivalent in any jurisdiction?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you answered 'Yes' to any of the questions above please submit a detailed summary of the circumstances surrounding the situation with your application. This should include dates and, where applicable, the reasons for the decision, conditions of employment, offence type and date, the court in which the matter was heard, and the status of any proceedings.

Address the envelope 'Private & Confidential' and post to:

Membership & HR Manager, Scouts Victoria, 152 Forster Road, Mount Waverley VIC 3149

Mutual Agreement

The Mutual Agreement is a formal document defining the relationship between the applicant and the Association and consists of a completed Application for Appointment and details of the Association's and the Applicant's commitment to each other.

This Mutual Agreement is between The Scout Association of Australia, Victorian Branch and the Applicant shown in Section A.

The Applicant agrees to

- complete Basic Level Training within a period of 12 months after acceptance by the Association, and
- to complete Advanced Level Training within a period of three years, and
- then to complete one elective unit annually

The Association's commitment to the Applicant	The Applicant's commitment to the Association
<ul style="list-style-type: none"> • A defined organisational framework in which to operate, characterised by equity and fairness with a right to be heard • A personal development process that recognises existing skills and leads to enhanced personal and functional competencies • Consideration of individual needs in appointment • A variety of leadership roles in a team environment • The opportunity to contribute to the personal development of young people • Opportunities for community service • Appreciation and recognition of individual contribution • Opportunities to participate in international activities advice and access to programs and materials to carry out the task • Public Liability Insurance for actions consistent with the policies of the Association • Opportunities for friendship and fellowship • Opportunities to participate in a wide range of activities 	<ul style="list-style-type: none"> • To live by the Scout Promise and Law and to accept the Code of Conduct for Adults in Scouting • To work to achieve the Aim, Principles and Method of the Association • To adhere to the Policy and Rules of the Association • To represent and promote the Scout Movement to the community • To be a role model to youth members and to adults • To accept the responsibility of working with young people (including Duty of Care, treating with respect, etc.) • To accept the authority of the Association • To actively participate in the personal; development process of the Association • To acknowledge that teamwork is the basis of Scouting, requiring active cooperation with others and respect for their views and values • To participate in the relevant council/training meetings

Undertaking by Applicant

I undertake not to operate within Scouts Australia in any way until advised that my application for membership has been accepted through issuance of a Certificate of Adult Membership or Certificate of Membership. I also undertake that, if directed by an appropriate Commissioner at any time in the future, I will immediately cease all activities with the Association and return my Certificate of Membership and Appointment.

I authorise any Member or other official representative of Scouts Victoria to obtain any medical or dental attention or treatment, or ambulance assistance, considered necessary (or expedient) for the applicant. I agree to reimburse Scouts Victoria for any expenses incurred as a result which are not covered by Scouts Victoria insurance policies

In addition, I undertake to return all Scout funds, property, books, and records when, for any reason, I am directed to do so by an appropriate Commissioner.

I accept the terms of the Privacy Policy available at www.scoutsvictoria.com.au

I authorise provision of my name and email address to SkillSurvey® so as to complete the reference checking process. I understand that this application is subject to approval in line with Scouts Victoria Adult Appointment Policies and procedures and that approval will not automatically be granted.

I have read and accept the Declaration and Undertaking, Mutual Agreement, and Undertaking by Applicant.

This form must be signed by both the Applicant and Witness at the same time.

Applicant's Signature:		Date:	
Witness' Signature:		Date:	
Witness Name:		Witness Membership Number:	
Witness Role:	<input type="checkbox"/> Group Leader <input type="checkbox"/> District Commissioner <input type="checkbox"/> Region Commissioner		
<input type="checkbox"/> Application checked & membership recommended by District Commissioner subject to CrimCheck and SkillSurvey® checks			
District Commissioner's Signature			
District Commissioner's Name			
For Assistant Leader applicants only			
PLA/Mentor/Buddy Name:			Role/CAL:
Membership Number:			

MEMBERSHIP SUPPORT TEAM USE ONLY

Form completed correctly, 100 point ID received, and entered to Extranet		Date:	
CrimCheck request sent	Date:	SkillSurvey® request sent	Date:
Status update to DC/GL	Dates:		
Document uploaded to Member Record	Date:		
CoAM or CoM issued (where applicable)	Date:		

PROOF OF IDENTITY (100 POINT CHECK)

When applying for a National Police History Check, you must provide proof of your identity with your informed consent form (see Minimum Identity Requirements below), all documents must be originals or certified true copies. A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth) which is available here: <http://www.comlaw.gov.au/Details/F2013C00771>

CHANGE OF NAME

If all documents provided for 100 points of ID are under the same name you will not be required to provide additional ID documentation if you provide a maiden/alias name. If the 100 Points of ID provided are under two or more different names (e.g. birth certificate in maiden name and driver's license in married name) then further ID documents will need to be provided as evidence of a name change (e.g. Marriage Certificate issued by a State or Territory Registry of Birth, Deaths and Marriages or Divorce Papers issued by the Family Court). These documents must be originals or certified true copies and DO NOT count towards the 100 Points of ID. If you use a change of name document you must provide the other names you have used.

MINIMUM IDENTITY REQUIREMENTS

You must provide:

- at least one document from either Category A or Category B, that is, you do not need to provide documents from both categories as long as all other minimum requirements are satisfied
- at least one of your identity documents must contain a photograph. If you are unable to provide a listed document containing a photograph you must submit a passport style photograph of yourself certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth) which is available here: <http://www.comlaw.gov.au/Details/F2013C00771>
- the combination of documents supplied should, as a minimum, equal a total of 100 points
- evidence your full name and date of birth

Category A - 70 points each

- Birth Certificate
- Australian Passport*
- International Passport* **current, or expired within the previous two years, but not cancelled*
- Australian Citizenship Certificate
- Other document of identity having same characteristics as a passport, e.g. diplomatic/refugee with a photo or signature

Category B – the first item used from any of those below is 40 points, every other item used is 25 points

- Current Licence or Permit (Government Issued)
- Working With Children
- ASIC or MSIC Card
- Public Employee Photo ID Card (Government Issued)
- Department of Veterans' 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)
- Victorian Firearm Photo Licence
- Teachers Registration Card

Category C – 25 points each

- Birth Extract
- Proof of Age Card (Government Issued)
- Medicare Card or Private Health Care Card
- Council Rates Notice
- Property Lease or Rental Agreement
- Property Insurance Papers
- ATO Assessment
- Superannuation Statement
- Seniors Card
- Electoral Roll Registration
- Motor Vehicle Registration or Insurance Documents
- Professional or Trade Association Card

If you wish to use more than one of the following documents, they must be from different organisations:

- Utility Bills (e.g. Telephone, Gas, Electricity, Water)
- Credit or Debit Card
- Bank Statement or Passbook