



INFORMATION FOR NEW STAFF APPLICANTS

At Gosnells City Pathfinders we value the contribution of our staff members. It takes the efforts of all staff, working together as a team, for the successful running of the club. We welcome applications from prospective new staff.

The primary responsibility of the Gosnells Pathfinder Club Executive Committee is the safety and well-being of the children and youth in the club. Acceptance of your application will be based on the current needs of the club, the merit of your application and your suitability to be a part of the club.

Guidelines for New Applicants:

The following guidelines will be applied in assessing the suitability of new applicants:

- Applicants are required to complete the attached Staff Application Form, and also write a letter to the Gosnells Pathfinder Club Executive Committee which provides details of their reasons for desiring to join the club, and what they hope to achieve in the club.
- The applicant should be known to the Gosnells Pathfinder Club Executive Committee members for a period of at least 12 months, (or be recommended by a former church or Pathfinder Club).
- Applicants may be interviewed by members of the Executive Committee.
- Demonstrated prior experience in children's or youth ministry would be an advantage.
- The applicant must be willing to abide by the Pathfinder/Adventurer Clubs Code of Conduct for all staff (attached).
- The applicant, if approved as a staff member, is required by Western Australian law to obtain a "Working with Children Check" card (if over 18 years of age).
- New staff members will have their membership confirmed after 6 months membership of the club.



GOSNELLS CITY PATHFINDER CLUB



STAFF APPLICATION FORM

TO BE COMPLETED BY APPLICANT

Name: Phone (H):
 Address: Phone (M):

 School: Age:..... Birth Date/....../....
 Church: Gender: Female Male
 Email address/s:

I would like to join the Gosnells City Pathfinder Club as a Staff Member. I understand that membership will involve attendance at club meetings, hikes, camping and field trips, outreach and community activities, and other club activities as required. I agree to be guided by the rules of the club, by the Pledge and Law, and by legislation that applies within the state of Western Australia.

I have completed the following classes: Friends Companions Explorers Rangers
 Voyagers Guides Master Guides PLA
 I have a full dress uniform: Yes No I have a full Gosnells City Pathfinders field uniform: Yes No
 I have a current WA Working with Children Check Card: Yes Card Number Expiry Date No

I understand that the Pathfinder club program is an active one for Staff Members. It includes many opportunities for service, adventure and fun. I will cooperate by:

1. Taking an active part in all activities (where possible).
2. Signing and abiding by the "Code of Conduct" for all staff members.
3. Keep club director aware if there is a legitimate reason for absences.
4. Arriving on time and in the correct uniform for club nights and other planned events
5. Learning how I can assist the club and club leaders.

Signature Date/....../....

Where applicant has not been known by Gosnells Pathfinder Club Executive Committee for at least 12 months, provide contact details for previous church pastors / Pathfinder club directors.

Contact Name and Address

 Contact Name and Address

 Contact Name and Address

APPROVAL BY PARENTS/GUARDIANS (if applicant under 18)

I/We have read the requirements for membership in the Gosnells City Pathfinder club and are willing and desirous that becomes a Staff Member of Gosnells City Pathfinder Club.

.....
(Signature of father /guardian)
.....
(Signature of mother /guardian)

STAFF MEDICAL INFORMATION

TO BE COMPLETED BY APPLICANT

Name Date of Birth/...../.....

Medicare No. Ref No.

Family Doctor Phone

Ambulance Cover Yes No

Last Tetanus Booster (date)

Illnesses or medical problems I suffer from

.....

.....

.....

I hereby authorise the director or his/her representative to obtain medical attention as deemed necessary and I understand that I am responsible for the costs.

Signature Date/..../....

Emergency Contact Names and Phone No's (that are not included below)

.....

.....

To be completed by Parent/Guardian where applicant is under 18 years of age

NAMES OF PARENTS/GUARDIANS

ADDRESS.....

PHONE (home) (mobile) (work)

PARENTS/GUARDIANS SIGNATURES DATE/...../.....

..... DATE/...../.....

PATHFINDER/ADVENTURER CLUBS

Code Of Conduct For All Staff

In taking on this office you are accepting responsibility for the physical and moral safety of each Pathfinder/Adventurer under your care. This *Code Of Conduct* has been prepared for all Pathfinder/Adventurer staff who supervise activities in the club and for visiting specialists. The purpose of this code is to make staff aware of what is expected of them as responsible leaders.



- To act at all times in accordance with Pathfinder/Adventurer principles. To show individual responsibility by words and actions, and to set an example to all club members.
- To ensure that Pathfinders/Adventurers have fun and enjoyment in a Christian context and that activities do not put their health and safety at risk.
- Respect for human dignity and the right to personal space and privacy are to be highly valued.
- They are not to use the Pathfinder/Adventurer Club to promote beliefs, behaviours or practices which are not compatible with Pathfinder or Seventh-day Adventist Church principles and ideals.
- They are to ensure that leadership is shared between both genders so that appropriate supervision can be provided for all.
- Avoid at all times the supervision of Pathfinders/Adventurers on a one to one basis in an isolated situation.
- Avoid unwanted and/or inappropriate physical contact with Pathfinders/Adventurers.
- Accept that physical discipline is NEVER appropriate.
- Realise that bullying, physical and verbal abuse, neglect, or any other abuse in any form is unacceptable by any member at any time.
- Any accusation of abuse must be referred to the church board and the person involved will stand down while any investigation takes place.

I promise to uphold this *Code Of Conduct*.

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name Of Club	Position Within Club	
_____	_____	_____
Witness Name	Witness Signature	