

# JPs in the Community Program Volunteer Registration Form

## About this form

Use this form to register your interest in joining the JPs in the Community program as a:

- volunteer Justice of the Peace (JP) or Commissioner for Declarations (Cdec) and/or
- participant in our mentoring program.

If you have any questions or require assistance completing the Volunteer Registration Form or your role, contact the Justices of the Peace Branch on **1300 301 147** or email [jpsinthecommunity@justice.qld.gov.au](mailto:jpsinthecommunity@justice.qld.gov.au).

### Availability and Preferred Locations

In this section of the Volunteer Registration Form, you can indicate your availability by selecting the days and times you are available to volunteer and/or be mentored. Ensure you include your full availability to ensure we can find you a suitable location.

When listing your preferred JPs in the Community locations, you can either list existing volunteer signing sites (visit [www.qld.gov.au/findjp](http://www.qld.gov.au/findjp) for a full list of signing sites and their operating hours) or a suburb or area near you.

### Different levels of involvement

When selecting how you would like to be involved, please **select one option** that best suits your wishes. This will vary depending on your current witnessing experience and the availability of ongoing volunteer shifts at your nominated signing site/s. **Note:** If you are an inexperienced or newly appointed JP or Cdec, we highly recommend you complete some form of mentoring before volunteering however, this is not mandatory.

### Additional Information

Please let us know if there is anything that might affect your ability to volunteer on the Volunteer Registration Form. For example, if you do shift work, require wheelchair access, need your carer to accompany you, or have poor eyesight. Knowing this information at the time of registration, will assist our office greatly in finding the most suitable location for you to attend.

### Other benefits of being a JPs in the Community Program volunteer

After successfully joining a roster at a JPs in the Community Program signing site, volunteers can request a complimentary polo shirt and/or ID card to help identify themselves as a volunteer in the JPs in the Community Program.

### How do I request a complimentary polo shirt and/or ID card?

Please email [jpsinthecommunity@justice.qld.gov.au](mailto:jpsinthecommunity@justice.qld.gov.au) once you have been confirmed on a roster at a volunteer signing site to order your complimentary volunteer polo shirt and/or ID card.

**Note:** The complimentary volunteer polo shirt and ID card is not available to JPs and Cdec's who only wish to be mentored at a signing site and do not intend on volunteering afterwards.

### JPs in the Community Program policies

By completing the form, you confirm that you have read, understood and are aware of several JPs in the Community Program's policies. To access these policies, please **scan the QR Code** or visit [www.qld.gov.au/volunteerjp](http://www.qld.gov.au/volunteerjp).



Important resources for volunteers and mentoring participants include:

- JPs in the Community Program Volunteer Information Pack
- Principles of Operation for volunteer program
- Supporting and managing our participants policy
- Program site coordinator responsibilities
- Mentoring logbook
- Incident report form
- Seal of office factsheet



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# JPs in the Community Program Volunteer Registration Form

Your details			
First name:			Surname:
Preferred name:			JP/Cdec registration number:
Contact number:			Email address:
Fluent in any language(s) other than English?			
<input type="checkbox"/> I consent to the above details being cross-referenced and updated in the Register of JPs and Cdec's?			
Emergency contact details			
First name:	Surname:		Contact number:
Your availability and preferred locations			
Day	Available	Times	Preferred JPs in the Community location(s)? List up to 3 locations or areas you would be interested in volunteering at. Visit <a href="http://www.qld.gov.au/findjp">www.qld.gov.au/findjp</a> for the full list of signing sites and their operating hours.
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
How would you like to be involved? Select one.			
<input type="checkbox"/> I wish to <b>volunteer and be mentored</b> by an experienced volunteer			
<input type="checkbox"/> I wish to <b>volunteer and do not require mentoring</b>			
<input type="checkbox"/> I wish to be <b>mentored by an experienced volunteer and do not intend to volunteer afterwards</b>			
Would you like to tell us anything else?			
Please tell us about anything that may affect your ability to volunteer.			
By completing this form			
<p>You have read and understood the <b>JPs in the Community Volunteer Information Pack</b>.</p> <p>You agree to fulfill the obligations of a JPs in the Community volunteer according to the <b>Principles of Operation for volunteer program</b> and the <b>Supporting and managing our participants policy</b> (a copy of these can be found at <a href="http://www.qld.gov.au/volunteerjp">www.qld.gov.au/volunteerjp</a>).</p> <p>You give permission for your contact details (name, phone contact and email address) to be given to the site coordinator and shared amongst the JPs in the Community team for the purpose of managing the signing site roster only. You understand that you will not share these contact details with any other person unless you have permission from that person.</p>			
Signature (sign or type name):		Date:	
Return this completed form to either:			
Email: <a href="mailto:jpsinthecommunity@justice.qld.gov.au">jpsinthecommunity@justice.qld.gov.au</a>		Post: Justices of the Peace Branch PO Box 5894, WEST END 4101 QLD	
<small>The Department of Justice is collecting personal information from you, including information about your: Name, Email address, Telephone number, Registration/Seal Number. We collect this information to register your interest in participating in the JPs in the Community Program. Your information may be shared with JPs in the Community Program volunteer coordinators. We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the <i>Information Privacy Act 2009</i>. Visit <a href="http://www.qld.gov.au/legal/privacy">www.qld.gov.au/legal/privacy</a> for more information.</small>			