

Volunteer Checklist

Name:	
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Documents provided by Headway	Volunteer Pack	Uploaded on CRM	Given to Volunteer
Volunteer Handbook			
Code Conduct/Confidentiality Agreement			
COVID Safe Plan			
Interview Questions			
Referee Checks (x2)			
Volunteer Agreement			
NDIS Infection Control - COVID-19 completion certificate			
NDIS Worker Orientation module completion certificate			
Shown the headway website			
Duty of Care			

Documents provided by Volunteer	Uploaded on CRM
Covid-19 Immunisation certificate	
Photograph to be used for Identification Card	
WWC card & link to employer	
Resume	
Drivers Licence	

Volunteer Checklist

Documents provided by Volunteer	Uploaded on CRM
NDIS Worker Screening Clearance (approved)	
Qualifications (if available)	
Completed By:	
Date:	