



Volunteer & Employment Check Register

Complete for each employee & volunteer.

1. Record details as listed below.
2. Review dates are two (2) months prior except for WWCC, which is three (3) months
3. Copies of all documents to be held on Employees & volunteer file for 7 years.

Employee & Volunteer Name	Driver's licence if applicable	Referee Check	Worker Screening (see RAR Register)	WWCC Number/ Police certificate	Blue Card Number	Role /Volunteer position	Acknowledgment returned	Comment / Skill
	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /	<input type="checkbox"/> Yes <input type="checkbox"/> No Date / /	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /		<input type="checkbox"/> Yes <input type="checkbox"/> No Date / /	
	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /		<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /		<input type="checkbox"/> Yes <input type="checkbox"/> No Date / /	
	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /		<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /		<input type="checkbox"/> Yes <input type="checkbox"/> No Date / /	
	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /		<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy on file <input type="checkbox"/> Expiry date: / / Review date / /		<input type="checkbox"/> Yes <input type="checkbox"/> No Date / /	