

To be completed by volunteers over 18 years of age and who are not applying for a Bishop's Licence.

**Personal Details**

Title:                      Gender:      M / F                      Date of Birth:      /      /

Surname:

Christian names:

Marital Status:

Previous name:

Address:

Phone:                      H:                      W:                      M:

Email:

Position applied for:

Parish:

**About this form**

This form must be completed when a person is going to undertake pastoral ministry that involves direct, regular and not incidental contact with children.

'Ministry to children' and 'pastoral ministry' are defined in the Safe Ministry to Children Canon 2017. Pastoral ministry with children includes:

- giving spiritual advice and support, education, counselling, medical care, and assistance in times of need that involves direct, regular and not incidental contact with children;
- participating in overnight activities such as camps;
- having close personal contact with children such as changing clothes, washing and toileting.

Roles involving pastoral care include Sunday School teacher, holiday program leader, youth leader, camp helper, overnight activity leader, regular creche assistant, music team leader, worship leader.

**To the Applicant**

Thank you for volunteering for a ministry role within your church.

The Anglican Church is committed to doing everything we can to ensure that our churches are safe for all who participate in church activities—including our volunteers. That is why we require everyone who has a ministry role within the church to meet specific standards of personal conduct.

These standards are explained in Faithfulness in Service which is found on the Diocesan Website at

<http://www.armidaleanglicandiocese.com/>

To help us meet our commitment to safe ministry, we ask everyone who wants to be appointed as a voluntary church worker to answer some important questions. That's the purpose of this form. Some of the questions are personal and sensitive. We are not asking you these questions because we think you've done anything wrong. We ask them because they are part of a process that will help ensure our churches are safe.

**Privacy**

This application is confidential.

It will be retained in a secure place by the parish or church organisation in which you are intending to exercise a

voluntary ministry. Except as may be required by law, or by church disciplinary procedures, the information you supply will be used only for screening and disciplinary purposes. If required by law, the information you supply will be made available to the applicable authority.

### Confirming your identity:

Please attach to this form a clear copy of **ONE** of the following: A national police history check, a working with vulnerable people check, your current Australian driver's licence; your birth certificate; a current Australian passport; an Australian citizenship document or Australian immigration papers; a current student identity card from an educational institution; or equivalent form of identification.

### Please circle either "YES" or "NO" for each question

If the answer to any of the following questions is "yes", please give details on a separate page if necessary. NOTE: A 'yes' answer will not automatically rule an applicant out of selection.

1. Do you have any health problem(s), which may affect you volunteering for the church? Yes / No  
If Yes, please provide details

2. Have you ever had a driver's licence, whether in Australia or in another country? Yes / No  
If YES, has your licence ever been revoked or suspended? Yes / No

3. Has anyone in Australia or in any other country alleged to a court, disciplinary tribunal or employer that you have committed a criminal offence? Yes / No

4. Have you ever been charged with a criminal offence in Australia or in any other country? Yes / No  
'Charged' means that the police or other government authority has accused you in writing of committing a criminal offence. Getting a parking or speeding fine is not a criminal offence.

5. Have you ever been convicted of a criminal offence in Australia or in any other country? Yes / No

6. Have you ever applied for a working with children check or a working with vulnerable people check? Yes / No  
6a). If YES, did the authority to which you applied refuse to issue the check? Yes / No  
If NO to 6a, was your working with children check or a working with vulnerable people check ever cancelled, revoked or suspended? Yes / No

7. Have you ever had a court order issued against you as a result of someone accusing you of violence, abuse, likely harm, harassment or stalking? Yes / No

8. Has anyone ever accused you of child abuse? Yes / No

A 'child' is a person under the age of 18. 'Child abuse' means:

- doing any one or more of the following things to a child, whether directly in person or via an electronic device such as a computer, tablet or phone: bullying; emotional abuse; harassment; neglect; physical abuse; sexual assault; spiritual abuse; grooming; or
- failing—without a reasonable excuse—to comply with any law that requires you to report child abuse to the police or other authority; or
- possessing, producing or distributing child exploitation material (e.g. viewing child pornography or sexting).

9. Have you ever done anything that may result in someone accusing you of child abuse? Yes / No

10. Has a child or dependent young person for whom you were caring as a parent or in any other capacity ever been removed from your care, or been the subject of a risk assessment by the relevant authorities?

Yes / No

11. Have you ever engaged in any of the following conduct, whether personally, virtually or by any electronic means?

Yes/No

- sexual contact with a person under the age of consent; or
- production, sale, distribution or illegal use of child exploitation material; or
- conduct likely to cause harm to a child or young person, or to put them at risk of harm.

### Record of Christian Church Membership *(if in the congregation less than 3 years)*

Church Name	Location	Duration	Positions Held
-------------	----------	----------	----------------

### Character References *(If you have been at your church less than 3 years)*

Please provide two referees. Referees must be over eighteen years of age and be able to give a report (by telephone only) on your good character and suitability for ministry.

**For each referee, please provide name, phone number and your relationship with them.**

Referee 1: .....

Referee 2: .....

### Working with Children Check

Check No: ..... Exp Date: .....

Verified by: ..... Date: ..... Result: CLEARED / BARRED

Drivers Licence number \_\_\_\_\_ expiry date \_\_\_\_\_ type \_\_\_\_\_

(a copy of a current driver's photo licence issued within Australia to be provided)

Or other identification: .....

(a copy of a birth certificate, a current Australian passport, a current credit card or account card from an Australian financial institution, or a current student identity card from an educational institution must be provided)

## Consent & Declaration

I hereby consent to an Australian Federal Police Check if the Diocese wishes to complete this process on me.

**Consent to hold information:** I consent to the information contained in this application including the subsequent pages to be kept by the Parish and/or Diocese. I understand that this information will be kept in a confidential file and used only for screening and disciplinary purposes.

I, .....

of .....

Do solemnly and sincerely declare that:

1. The information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.
2. I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular or any office in the church.

Applicant's signature: ..... Date: .....

### WITNESS:

Name & office: .....

Signature: ..... Date: .....

**Note:** Please seek legal advice if you are uncertain about signing this document.

### Office Use Only:

	Date	By Whom	Comments
Questionnaire received			
Questionnaire reviewed			
Working with Children Check			Cleared / Barred
References checked			
Recommended for approval			
Approved			