



CONFIDENTIAL



ANGLICAN CHURCH OF AUSTRALIA

**The Anglican Diocese of Gippsland**

Application for appointment as a  
**Voluntary Church Worker**

APPLICANTS BETWEEN THE AGE OF 13 AND 17 YEARS

## Safe Ministry Check

*Adopted by the General Synod, October 2004*

*Effective from 1 January 2019*

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**Name of Applicant**

**Parish, church or  
organisation**

**Role applied for**

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## 1 The Safe Ministry Check

- 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 or church organisation. The Anglican Church is committed to doing everything we can to ensure that our churches and church organisations 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.  
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.
- Completing the form**
1. Complete all five sections.
  2. Answer the questions in Section 2 honestly. Where required, put a cross [X] in the appropriate box.
  3. If you answer 'Yes' to certain questions we may have to ask you for more information. But that doesn't necessarily mean that you can't be a volunteer.
  4. Sign your initials at the bottom of every page and sign your full signature at the end of the form.
  5. **If you are under 16, your parent or guardian must also initial each page and sign at the end.**
- Submitting the form** **Applicant:** When completed please return to your parish priest/supervisor so your referees can be checked.  
**Priest Priest/Supervisor:** When referees checks are completed, please upload the form to SMO and then post to:  
**Safe Ministry Clearances**  
**PO Box 410**  
**Sale, VIC 3850**
- 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.

## 2 The Applicant

**Personal details**

\_\_\_\_\_  
 First name(s)  
 \_\_\_\_\_  
 Surname  
 \_\_\_\_\_  
 Previous name  
 \_\_\_\_\_  
 Date of birth (d/m/y)  
 \_\_\_\_\_  
 Gender  male  female  
 \_\_\_\_\_  
 Occupation  
 \_\_\_\_\_

**Address**

\_\_\_\_\_  
 Number, Street  
 \_\_\_\_\_  
 Suburb/town,  
 \_\_\_\_\_  
 State, Postcode  
 \_\_\_\_\_

**Contact details**

\_\_\_\_\_  
 Home phone  
 \_\_\_\_\_  
 Mobile phone  
 \_\_\_\_\_  
 Email  
 \_\_\_\_\_

**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.

**Suitability for ministry**

Please answer the questions below by putting a cross [X] in the appropriate box.

If you are not sure what is meant by a particular word, please consult your parents or another responsible adult.

a)	Do you have any health condition(s), which may affect your work with children or young people?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
b)	Have you ever been charged with a criminal offence in Australia or in any other country?  '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.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
c)	Have you ever been convicted of a criminal offence in Australia or in any other country?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
d)	Have you ever applied for a working with children check or-a working with vulnerable people check?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Go to e)		
	If YES, did the authority to which you applied refuse to issue the check?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	If NO, was your working with children check or a working with vulnerable people check ever cancelled, revoked or suspended?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

e) Have you ever had a driver's licence?	<input type="checkbox"/> No Go to f)	<input type="checkbox"/> Yes
	If YES, has your licence ever been revoked or suspended?	
	<input type="checkbox"/> No	<input type="checkbox"/> Yes
f) 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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
g) Have you ever done anything which could result in a person accusing you of child abuse? A 'child' is a person under the age of 18. Child abuse includes: harassment, physical bullying, verbal bullying and cyberbullying; and touching a child in a sexual way with or without their consent.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
h) Have you ever produced sexual images of another person under the age of 18?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
i) Have you ever engaged in sexting? 'Sexting' means requesting, sharing, sending or posting online explicit sexual photos, messages or videos.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
j) Have you ever used illegal drugs?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

### 3 Record of ministry

In the table below, please list all churches, parishes or congregations, and, if appropriate, church and para-church organisations (such as Scripture Union groups, Crusaders) where you have undertaken ministry as a voluntary worker. We will ask you to authorise them to tell us what they know that's relevant to our assessment of your suitability for ministry in the church.

Church/Church Organisation	Location	Role	From (m/y)	To (m/y)

### 4 Character Reference

Please provide details below of two (2) referees.

In this context, a 'referee' is someone over 18 years of age who is able to give a report on your good character and suitability for ministry among children and young people.

A referee may be a parent or other responsible adult, such as a church leader, teacher or employer, or someone who has known you for longer than one year. Only one referee can be closely related to you.

We will contact your referees to tell us what they know that's relevant to our assessment of your suitability to be a voluntary church worker.

	REFEREE 1	REFEREE 2
Title		
First name		
Surname		
Number, Street		
Suburb/Town		
State, Postcode		
Country		
Home phone		
Mobile phone		
Email		

## 5 Statements

**Authority for information** *I hereby authorise:*

- *the Anglican Church and its delegates to contact and exchange information with the church organisations, churches, parishes or congregations in the section Record of Ministry;*
- *every one of these bodies to provide to the Anglican Church and its delegates any information they may have that is relevant to assessing whether I am a suitable person to undertake ministry in the Church; and*
- *my referees to provide to the Anglican Church and its delegates any information relevant to my application for appointment as a voluntary church worker.*

**Release from Liability** *I hereby release from liability any person or organisation that provides information relevant to the assessment of my suitability to undertake ministry in the Church.*

*I also agree to release the Anglican Church and its delegates from any and all liability as it relates to any investigation by them regarding the information contained in this application, or any action by them as a result of such investigation.*

**Acknowledgement** *I understand that any intentional error or omission in the information in this application may prevent me from undertaking voluntary ministry with children in the Church.*

**Declaration by the applicant** *I,* \_\_\_\_\_ *(insert your full name)*

*of* \_\_\_\_\_ *(insert your full address)*

*do solemnly and sincerely declare that 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.*

**Signature of applicant**

**Date**

**If you are under 16 years of age, either a parent or guardian must sign below.**

**Declaration by parent or guardian** *To the best of my knowledge, the information in this application form is correct.*

**Signature of parent or guardian**

**Date**



## Code of Conduct Acknowledgement Form

Employees, Church Workers and other Volunteers

Parish/Agency/Entity / School \_\_\_\_\_

Date \_\_\_\_\_

I have received a copy of **Faithfulness in Service**. I have read and understand this as the Code of Conduct, and I agree to abide by it. I understand that a violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Position**

The signed Code of Conduct Acknowledgement Form shall be kept in employees, Church Workers or other volunteers' personnel files on the Safety Management Online system of the Anglican Diocese of Gippsland.

Please return this completed form to the site where you are an employee, Church Worker or other volunteer.

**For further information please contact:**

**The Director of Professional Standards**

**Ms Cheryl Russell**

**Phone: 0407 563 313 or (03) 5633 1573**

**Email: [cherylrussell1@bigpond.com](mailto:cherylrussell1@bigpond.com)**

**The Registrar**

**Mr Brian Norris**

**Phone: 0418 633 446 or (03) 5144 2044**

**Email: [registrar@gippsanglican.org.au](mailto:registrar@gippsanglican.org.au)**