



**ANGLICAN CHURCH OF AUSTRALIA**

**DIOCESE OF GIPPSLAND**

**SAFE MINISTRY CHECK**

*[Adopted by the General Synod in October 2004. Last revision in May 2017]*

**APPLICANT'S SCREENING QUESTIONNAIRE  
FOR VOLUNTARY CHURCH WORKERS**

**CONFIDENTIAL APPLICATION FOR MINISTRY**

**PERSONAL DETAILS:**

**Title:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Christian Names:** \_\_\_\_\_

**Previous Names:** \_\_\_\_\_ Male/Female

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Home Phone No:** \_\_\_\_\_ **Work Phone No:** \_\_\_\_\_

**Mobile Phone No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Marital Status:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

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

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

**or Other Identification:** \_\_\_\_\_

(a copy of a birth certificate, a current Australian passport, an Australian citizenship document or Australian immigration papers, 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)

## **Applicant's Screening Questionnaire For Voluntary Church Worker**

The Anglican Church of Australia has established standards of conduct for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (0 to 18 years) in Australia.

This request for information is being made to comply with Anglican Church of Australia policies, and not because we have any reason to believe that any applicant has in fact engaged in inappropriate conduct. What follows is our Screening Questionnaire for those who intend to engage in voluntary ministry having direct and regular involvement with children and young people in Australia.

*This Screening Questionnaire is to be retained by the Professional Standards Office of the Diocese of Gippsland in a secure place. 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. Where required by law, the information you supply will be produced.*

You must answer all questions. You should add any additional information under the question or on a separate page. Please note that a yes answer will not necessarily result in your application being unsuccessful.

**We do not interpret a yes answer to a question as an admission of misconduct. Each Diocese in Australia provides a formal process for making such a charge.**

Thank you for your time.

Yours

**Cheryl Russell**  
**Director of Professional Standards**

Please return this Questionnaire directly to:

Professional Standards Office  
PO Box 928  
Sale, Vic 3850

## APPLICANT'S SCREENING QUESTIONNAIRE FOR VOLUNTARY CHURCH WORKERS

Please tick either "yes" or "no" for each question. If the answer to any of the following questions is "yes", please give details. **A yes answer will not automatically rule an applicant out of selection.**

In this document **charged\*** indicates allegations made in writing and known to you OR allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.

In this document **child exploitation material\*** means material that describes or depicts a person who is or who appears to be a child –

- engaged in sexual activity; or
  - in a sexual context; or
  - as the subject of torture, cruelty or abuse (whether or not in a sexual context)
- in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image and any other depiction.

Before completing this document please read your diocesan policy for selection of volunteers.

1. Do you have any health problem(s), which may affect your work with children or young people?  
**Yes**  **No**
2. Have you ever been convicted of a criminal offence?  
**Yes**  **No**
3. Have you ever been charged with a criminal offence?  
**Yes**  **No**
4. Have you ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country?  
**Yes**  **No**
5. Have you ever engaged in any of the following conduct (personally, virtually or by any electronic means)?
  - sexual contact with a person under the age of consent
  - production, sale, distribution or illegal use of child exploitation material\*
  - conduct likely to cause harm to a child or young person, or to put them at risk of harm.**Yes**  **No**
6. When in a pastoral or professional relationship, have you ever engaged in sexual contact (personally, virtually, or by any electronic means) with a parishioner, client, patient, student, employee or subordinate (other than with your spouse)?  
**Yes**  **No**
7. Has your driver's licence ever been revoked or suspended?  
**Yes**  **No**
8. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?  
**Yes**  **No**

9. Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?

**Yes**  **No**

10. Have you done anything in the past or present that may result in allegations being made against you of child abuse?

**Yes**  **No**

Child abuse means:

- the following conduct in relation to a child:
  - bullying;
  - emotional abuse;
  - harassment;
  - neglect;
  - physical abuse;
  - sexual assault;
  - spiritual abuse;
  - grooming; or
  - the wilful or reckless failure to comply with the laws of the Commonwealth, a State or Territory requiring the reporting of child abuse to the police or other authority; or
- the possession, production or distribution of child exploitation material\*.

The context of the conduct includes personally, virtually or by any electronic means.

11. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?

**Yes**  **No**

**RECORD OF CHRISTIAN CHURCH MEMBERSHIP**

List all church organisations, churches, parishes or congregations of which you have been a member.

<b>Church</b>	<b>Position</b>	<b>Location</b>	<b>Senior Minister</b>	<b>Date From Month/Year</b>	<b>Date To Month/Year</b>

**AUTHORITY TO PROVIDE INFORMATION AND RELEASE FROM LIABILITY OF REFEREES AND OTHERS AND CONSENT TO NATIONAL POLICE HISTORY CHECK AND/OR WORKING WITH CHILDREN CHECK OR WORKING WITH VULNERABLE PEOPLE CHECK**

I understand that it is the policy of the Anglican Church of Australia to ask my referees:

whether to the best of their knowledge I have engaged in specified conduct that is relevant to the assessment of whether I am a suitable person for to undertake ministry in the Church.

I have identified all church organisations, churches, parishes or congregations of which I have been a member. I hereby authorise you and your delegates to contact and exchange information with them. I further hereby authorise every one of them to inform you and your delegates of any knowledge they may have relevant to the assessment of whether I am a suitable person for to undertake ministry in the Church.

I hereby authorise my referees to provide any information relevant to my application to you and your delegates.

I hereby release from liability any person or organisation that provides such information. I also agree to release you and your delegates from any and all liability as it relates to any investigation by you or them regarding the information contained in this application, or any action by you or them as a result of such investigation.

I hereby consent to provide a National Police History Check if I have resided in another country. I also consent to provide a <INSERT NATIONAL POLICE HISTORY CHECK OR WORKING WITH CHILDREN CHECK OR WORKING WITH VULNERABLE PEOPLE CHECK>.

\_\_\_\_\_  
Signature

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

Date

### STATUTORY DECLARATION

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: \_\_\_\_\_

Declared at: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2 \_\_\_\_\_

Signature: \_\_\_\_\_

WITNESS TO THE APPLICANT'S SIGNATURE

Name of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_

\_\_\_\_\_

Title / Office held: \_\_\_\_\_

**For applicants 16 years and under a counter-signature from either a parent or guardian is required.**

To the best of my knowledge, the information in this application form is correct.

Signed

Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## CHARACTER REFERENCE

**Please provide two (2) 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 among children and young people. Referees will be contacted by telephone. They must NOT be a relative or a close friend. If you have lived in another state or country, please include a referee from your last parish or placement in that state and/or country.

**REFEREE 1** (*Church leader e.g. rector, church warden, parish councillor, youth minister*)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

**REFEREE 2** (*Employer or teacher if no work history or adult person who has known you for longer than 3 years and knows you well*)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_