
Applicant's Full name

Parish Name

Volunteer Role

Volunteer Role Category

This form is to be used for Youth Volunteers aged 13-17.

Directions for Applicant Volunteer

- Please **complete all sections** of the form unless stated otherwise not applicable to your Volunteer Role Category.
- Please complete **one form** only, if performing multiple volunteer roles complete this form at the highest category identified.
- Please **sign** where requested and **initial each page** of the completed application form.
- **Parental consent is required if you are under the age of 16.** Your parent or caregiver must also sign where requested and initial each page.
- Ensure **all required documentation is attached** to this application.
- Please submit this form to your Parish representative for processing.

SECTION 1: YOUR DETAILS

PERSONAL DETAILS

Title **Given Name** **Other Given Names** **Surname**

Date of Birth: _____

Previous names *(please list all):*

Not Applicable

Are you a member of the Anglican Church of Australia?

Yes

No

Are you a citizen or permanent resident of Australia?

Yes, Australian Citizen

Yes, Permanent Resident

No *if No, please provide evidence of your Entitlement to Work in Australia.*

CONTACT DETAILS

Phone number **Mobile number** **Email**

Residential Address:

Street address **Suburb/City** **Postcode**

Postal Address: *same as residential address*

Street address **Suburb/City** **Postcode**

Other States, Territories or Countries you have lived in:

Initials:



SECTION 2: SAFE MINISTRY SCREENING REQUIREMENTS CHECKLIST

CATEGORY 3 VOLUNTEER ROLE CATEGORY 2 VOLUNTEER ROLE CATEGORY 1 VOLUNTEER ROLE	THE ROLE
	<p>All Volunteer Role Categories</p> <p><input type="checkbox"/> I have been given the relevant Volunteer Role Duty Statement.</p>
	SAFE MINISTRY SCREENING REQUIREMENTS
	<p>All Volunteer Role Categories</p> <p><input type="checkbox"/> Nationally Coordinated Criminal History Check: I have provided an original OR certified copy (signed by a Justice of the Peace) of my Criminal History Check which was issued within the last 3 months to the Parish Office for sighting and verification. <i>A Nationally Coordinated Criminal History Check is required on the first occasion of appointment within the Diocese of Newcastle.</i></p> <p>Category 1 Volunteer Roles, please move ahead to Section 3.</p>
	<p>All Category 2 & Category 3 Volunteer Roles</p> <p><input type="checkbox"/> I completed Safe Ministry Training on: _____ and:</p> <p><input type="checkbox"/> I have attached my certificate</p> <p>Category 2 Volunteer Roles, please move ahead to Section 3.</p>
	<p>Category 3 b – General Volunteers to complete</p> <p><input type="checkbox"/> I have completed the General Synod Safe Ministry Check – Voluntary Church Worker (aged 13-17) form and have attached the document to this form.</p> <p>Please move ahead to Section 3.</p>

Initials:

SECTION 3: PRIVACY POLICY

THE ANGLICAN DIOCESE OF NEWCASTLE - Privacy Policy

Effective 21st December 2019

This collection notice applies to personal information collected by the Diocesan Office of the Anglican Diocese of Newcastle (“**Diocesan Office, we, us, our**”). We are collecting your personal information for the purposes of performing our functions, which include providing administrative support to the Bishop of Newcastle, his Ministry team and the ministries of the parishes and organisations of the Anglican Diocese of Newcastle. If you do not provide us with this information, we may not be able to assist you.

In the course of performing our functions, we may share personal information within the Anglican Diocese of Newcastle, its agencies, organisations, parishes and chaplaincies. We may also disclose personal information to third parties, such as our third-party service providers or other Anglican Diocese’s and their agencies, Parishes and Chaplaincies, or to comply with laws. We will not disclose your personal information to overseas recipients.

All personal information which we collect is held pursuant to the Privacy Policy of the Anglican Diocese of Newcastle, which contains further information about how our personal information is collected and managed, other entities your information may be disclosed to and your rights to access and seek correction of your personal information. The Privacy Policy is available at <http://newcastleanglican.org.au/privacy-statement>. If you would like to contact the Anglican Diocese of Newcastle about the Privacy Policy, please contact the Privacy Officer by writing to the Diocesan Business Manager, Diocese of Newcastle, PO Box 817, Newcastle NSW 2300.

SECTION 4: DECLARATION, RELEASE AND UNDERTAKINGS

I, _____
[applicant fullname]

of _____
[applicant address]

Do 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 Volunteer Role or any office in the Church.
3. I understand that the Bishop of Newcastle or delegates of the Bishop may ask:
 - those who serve or have served as my Bishop,
 - Churches I have regularly attended as an adult and,
 - my employers;

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 to undertake ministry in the Church and have identified all positions in which I have held a bishop's licence, all churches which I have regularly attended as an adult and my employers.

I hereby authorise the Bishop of Newcastle or delegates of the Bishop to contact and exchange information with them.

I further hereby authorise every one of those Bishops, churches and employers to inform the Bishop of Newcastle or delegates of the Bishop of any knowledge they may have relevant to the assessment of whether I am a suitable person to undertake ministry in the Church.

4. I authorise any referee to provide any information relevant to my application to the Bishop of Newcastle or delegates of the Bishop.
5. I release from liability any person or organisation that provides such information. I also agree to release the Bishop of Newcastle or delegates of the Bishop 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.
6. I confirm that I will uphold the ethos of the Anglican Church of Australia in undertaking this Volunteer Role. I will act in good faith, bring my best efforts and goodwill to the particular and broader expressions of the work of the Anglican Church.
7. In fulfilling this role or office, I will conform to the Constitutions, Canons and Ordinances of the Diocese of Newcastle for the time being in force.
8. I will undertake to comply with the Work, Health and Safety Policies of the Anglican Diocese of Newcastle.

