



CONFIDENTIAL

ANGLICAN CHURCH OF AUSTRALIA

<INSERT NAME OF DIOCESE, PARISH OR CHURCH ORGANISATION>

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 2021

Name of Applicant

Parish, church or
organisation

Role applied for

1 The Safe Ministry Check

Privacy This application is confidential. The diocese is protecting your privacy by adhering to the diocesan privacy policy available at

<DRAFTING NOTE: ADD REFERENCE TO APPLICABLE DIOCESAN/CHURCH ORGANISATION PRIVACY STATEMENT AND PRIVACY POLICY (IF ANY) HERE.>

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, the information you supply will be used only for screening and church processes involving disciplinary action, or assessment of suitability for ministry. If required by law, the information you supply will be made available to the applicable authority.

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.

These standards are explained in the Diocese's policy for selection of volunteers. You should be familiar with this policy which can be found at

<INSERT ADDRESS> <DRAFTING NOTE: DELETE THIS PARAGRAPH IF YOUR DIOCESE/CHURCH ORGANISATION DOES NOT HAVE SUCH A POLICY>

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, click 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 Please return the form to:

<DRAFTING NOTE: INSERT NAME AND ADDRESS OF WHO THE APPLICATION IS TO BE RETURNED TO. USE 'SOFT RETURNS'>

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 clicking 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? ☐ No ☐ Yes

b) Have you ever been charged with a criminal offence in Australia or in any other country? ☐ No ☐ Yes

'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.

c) Have you ever been convicted of a criminal offence in Australia or in any other country? ☐ No ☐ Yes

d) Have you ever applied for a working with children check or a working with vulnerable people check? ☐ No ☐ Yes

Go to e)

If YES, did the authority to which you applied refuse to issue the check? ☐ No ☐ Yes

If NO, was your working with children check or a working with vulnerable people check ever cancelled, revoked or suspended? ☐ No ☐ Yes

e) Have you ever had a driver's licence?	☐ No Go to f)	☐ Yes
	If YES, has your licence ever been revoked or suspended?	
	☐ No	☐ 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?	☐ No	☐ Yes
g) Have you ever done anything which could result in a person accusing you of child abuse?	☐ No	☐ Yes
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.		
h) Have you ever produced sexual images of another person under the age of 18?	☐ No	☐ Yes
i) Have you ever engaged in sexting? 'Sexting' means requesting, sharing, sending or posting online explicit sexual photos, messages or videos.	☐ No	☐ Yes
j) Does your current use of alcohol or other mind-altering or addictive substances adversely affect or impair your ministry, personal wellbeing or relationships?	☐ No	☐ Yes
k) Have you ever used illegal drugs?	☐ No	☐ 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