



Anglican Diocese of  
Canberra & Goulburn

# CONFIDENTIAL Safe Ministry Check

## Voluntary Church Worker - APPLICANTS 18 YEARS AND OVER

Personal details	Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other, specify	
	First name(s)	
	Surname	
	Previous name	
	Date of birth (d/m/y)	
	Gender <input type="checkbox"/> male <input type="checkbox"/> female	
	Marital Status	
	Occupation	
Address	Number, Street	
	Suburb/town,	
	State, Postcode	
Contact details	Home phone	Work phone
	Mobile phone	
	Email	
Confirming your identity	<p><b>Please attach to this form a clear copy of ONE of the following:</b></p> <p>A working with children 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.</p>	
Parish, church or organisation		
Role applied for		

Effective 2 March 2020

## 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 and vulnerable people. '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 *Diocesan Protocol for Screening, the Code of Good Practice and the Code of Conduct for Ministry with Children*. You should be familiar with these documents and they can be found at [Safe Ministry - Policies and Protocols](#)
- 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 sections.
  2. Answer questions 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. If there is insufficient space on the form to provide relevant details, please attach a separate page and clearly identify the question your information relates to.
  4. Sign your initials at the bottom of every page and sign your full signature at the end.
- Submitting the form** Please return the form to:
- Safe Ministry Administrator  
 Anglican Diocesan Services  
 GPO Box 1981  
 Canberra ACT 2601  
 Or email [safeministry@anglicands.org.au](mailto:safeministry@anglicands.org.au)
- 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.

**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 word or phrase in **bold print**, please go to the Glossary of term in the Diocesan Code of Good Practice.

1. 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	If YES, please provide details
2. Have you ever had a driver's licence, whether in Australia or in another country?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
	If YES, has your licence ever been revoked or suspended?		
	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
4. 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	If YES, please provide details.
5. Have you ever been convicted of a criminal offence in Australia or in any other country?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
6. 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	
	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	
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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
8. Has anyone ever accused you of child abuse?	<p>A 'child' is a person under the age of 18. 'Child abuse' means:</p> <ul style="list-style-type: none"> <li>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: <b>bullying; emotional abuse; harassment; neglect; physical abuse; sexual assault; spiritual abuse; grooming;</b> or</li> <li>failing—without a reasonable excuse—to comply with any law that requires you to report child abuse to the police or other authority; or</li> <li>possessing, producing or distributing <b>child exploitation material</b> (e.g. viewing child pornography or sexting).</li> </ul>		
	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
9. Have you ever done anything that may result in someone accusing you of child abuse?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.

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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
11.	Have you ever engaged in any of the following conduct, whether personally, virtually or by any electronic means? <ul style="list-style-type: none"> <li>sexual contact with a person under the age of consent; or</li> <li>production, sale, distribution or illegal use of <b>child exploitation material</b>; or</li> <li>conduct likely to cause harm to a child or young person, or to put them at risk of harm.</li> </ul>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
12.	Have you ever provided employment, pastoral care or professional services for others?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, have you ever engaged in sexual contact, whether personally, virtually, or by any electronic means, with a parishioner, client, patient, student, employee or subordinate—other than with your spouse?  <input type="checkbox"/> No <input type="checkbox"/> Yes
13.	Do you have a history of alcohol abuse?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
14.	Do you have a history of substance abuse?	Substance abuse' would include, but not be limited to abuse of prescription, over-the-counter, recreational or illegal drugs, use of mind-altering substances and petrol sniffing.  <input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide details.		

## 2 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/ Organisation	Location	Role	From (m/y)	To (m/y)

### 3 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 **cannot** be a relative or a close friend. We will contact your referees by phone. If you have lived in another state or country within the last three years, please nominate at least one referee from your most recent parish or placement in that state or country.

	<b>REFEREE 1</b> This person must be a church leader, such as a rector, church warden, parish councillor or youth minister, or other responsible person.	<b>REFEREE 2</b> This person must be either an employer or, if you have no employment history, an adult person who who has known you for 3 years or longer
Title		
First name		
Surname		
Phone		
Email		
Address		

### 4 Statements

<b>Authority for information</b>	<p><i>I hereby authorise:</i></p> <ul style="list-style-type: none"> <li>▪ 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;</li> <li>▪ 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</li> <li>▪ my referees to provide to the Anglican Church and its delegates any information relevant to my application for appointment as a voluntary church worker.</li> </ul>
<b>Release from Liability</b>	<p><i>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></p> <p><i>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.</i></p>
<b>Acknowledgement</b>	<p><i>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.</i></p>
<b>Declaration by the applicant</b>	<p>I, _____ (insert your full name)</p> <p>of _____ (insert your full address)</p> <p><i>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.</i></p>
<b>Signature of applicant</b>	
<b>Date</b>	