

Professional Standards Uniform Regulations 2017 (Melbourne)

Reg. 6 Form 3 [version 28.6.2018] as approved by Archbishop in Council

ANGLICAN DIOCESE OF MELBOURNE

CONFIDENTIAL APPLICATION FOR CLEARANCE FOR SERVICE

under s60 of the *Professional Standards Uniform Act 2016* (Melbourne)

This application form is to be completed by a lay person who is required to apply for and obtain a clearance for service in one or more roles offices or positions.

PERSONAL DETAILS OF THE APPLICANT:

Title: _____

Surname: _____

Christian Names: _____

Previous Names: _____ **Gender:** _____

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 sighted: _____

(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)

SPECIFY EACH PROPOSED ROLE OFFICE OR POSITION FOR SERVICE

Parish: _____

Each role, office or position held or to be held: _____

Applicant's Screening Questionnaire

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 service 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 service having direct and regular involvement with children and young people in Australia.

This Screening Questionnaire is to be retained by the Office of Professional Standards within Kooyoora Ltd in a secure place. Except as may be required by law, or by church disciplinary or fitness procedures, the information you supply will be used only for screening, fitness 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 for yes responses as requested. 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 faithfully

Registrar, Diocese of Melbourne

APPLICANT'S SCREENING QUESTIONNAIRE

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.

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): <ul style="list-style-type: none"> • sexual contact with a person under the age of consent or • production, sale, distribution or illegal use of child exploitation material? 	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
7A.	Has your driver's licence ever been suspended for longer than 3 months?	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
10.	Have you done anything in the past or present that may result in allegations being made against you of child abuse? Child abuse means the following conduct in relation to a child: <ul style="list-style-type: none"> o bullying; o emotional abuse; 	Yes	No

<ul style="list-style-type: none"> o harassment; o neglect; o physical abuse; o sexual assault; o spiritual abuse; o grooming; or o 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 o the possession, production or distribution of child exploitation material. The context of the conduct includes personally, virtually or by any electronic means. 	<p>or service</p>
<p>11. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?</p>	<p>Yes No</p>
<p>12. Is there any other matter or past conduct of yours that would be relevant for the Office of Professional Standards to consider in deciding whether you are fit for the proposed service in the Church?</p>	<p>Yes No</p>

If you have answered yes to any of the above questions please provide details here. Use a separate page if necessary.

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 to undertake service 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 to undertake service 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.

Signature:

DECLARATION

I 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 role office or position in the Church.

Signature: _____

Date: _____

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.

Parent / guardian signature: _____

Date:

CHARACTER REFERENCE

Please provide the names of two (2) referees who have known you for longer than 2 years. Referees must be over eighteen years of age and be able to give a report (by email and possibly telephone) on your good character and suitability for service among children and young people. They must NOT be a relative or a close friend. If you have lived in another state or country in the last 2 years, please include a referee from your last parish or placement in that state and/or country.

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

Name: _____

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: _____

Email: _____

Phone:(home) _____ (work) _____