



**1 The Safe Ministry  
Check**

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

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 required to obtain a Clearance for Service as prescribed in the Professional Standards Uniform Regulations or 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 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.  
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, 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 of the form.

**Submitting the form** Please return the form and any other required attachments to Kooyoora by email [service@kooyoora.org.au](mailto:service@kooyoora.org.au) or by mail to: Kooyoora Ltd, PO Box 329, Canterbury VIC 3126.

Name of Applicant \_\_\_\_\_

Parish, church or organisation \_\_\_\_\_

Role applied for \_\_\_\_\_

Applicant's  
Initials:

## 2 The Applicant

<b>Personal details</b>	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
<b>Address</b>	Number, Street
	Suburb/town,
	State, Postcode
<b>Contact details</b>	Home phone <span style="float: right;">Work phone</span>
	Mobile phone
	Email

**Confirming your identity** Please provide a copy of your Australian driver's photo licence  
**Driver's Licence Number:**

**Expiry Date:** **Type:**

*If you do not have a driver's licence, please provide 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)*

Other Identification Document: \_

**Suitability for ministry** Please answer the questions below by clicking in the appropriate box.  
If you are not sure what is meant by a word or phrase in **bold print**, please consult the Key Terms in *Faithfulness in Service*.

- |   |                                 |                              |
|---|---------------------------------|------------------------------|
| a) 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. |                              |
| b) 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. |                              |

**Applicant's  
Initials:**




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c) 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.

No  Yes If YES, please provide details.

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d) Have you ever had a driver's licence, whether in Australia or in another country?  No Go to e)  Yes

If YES, has your licence ever been revoked or suspended?

No  Yes If YES, please provide details.

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e) Has anyone in Australia or in any other country alleged to a court, disciplinary tribunal or employer that you have committed a criminal offence?  No  Yes If YES, please provide details.

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f) Have you ever applied for a working with children clearance?  No Go to g)  Yes

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

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g) Have you ever had an apprehended violence order, order for protection or the like against you as a result of someone accusing you of violence, abuse, likely harm, harassment or stalking?  No  Yes If YES, please provide details.

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h) Has anyone ever accused you of child abuse? A 'child' is a person under the age of 18. 'Child abuse' means:

- 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: **bullying; emotional abuse; harassment; neglect; physical abuse; sexual assault; spiritual abuse; grooming;** or
- failing—without a reasonable excuse—to comply with any law that requires you to report child abuse to the police or other authority; or
- possessing, producing or distributing **child exploitation material** (e.g. viewing child pornography or sexting).

No  Yes If YES, please provide details.

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.

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i) 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.
j) 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.
k) Have you ever engaged in any of the following conduct, whether personally, virtually or by any electronic means?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
<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>			
l) 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?
m) Do you currently abuse alcohol or other substances?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, does your current use of alcohol or other mind-altering or addictive substances adversely affect or impair your ministry, personal wellbeing or relationships?
n) 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.
o) Have you ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
p) Have you ever been interviewed or questioned regarding any issues of misconduct?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
q) 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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.
r) Have you lived overseas for more than 12 months in the last 10 years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If YES, please provide details.

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**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/ 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 **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.

	REFEREE 1 This person must be a church leader, such as a rector, church warden, parish councillor or youth minister, or other responsible person.	REFEREE 2 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		
Number, Street		
Suburb/Town, Postcode		
State, Country		
Home phone		
Mobile phone		
Email		

Applicant's  
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## 5 Statements

**Authority for information** *I 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 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**