

To be completed by all those applying for a Bishop's licence or seeking re-licensing. This includes student candidates, clergy entering the Diocese, locums and lay workers.

Personal Details

Title:		Gender:	M / F	Date of Birth:	/	/
Surname:						
Christian names:						
Marital Status:		Previous name:				
Address:						
Phone:	H:		W:		M:	
Email:						
Position applied for:						
Parish:						

Working with Children Check

Check No:

Exp Date:

Safe Ministry Training

Trained at

Exp Date:

Completing the form

1. Before completing this document you should read *Faithfulness in Service*, which includes the code of conduct for safe ministry to children. You can find *Faithfulness in Service* on the Diocesan website at <http://www.armidaleanglicandiocese.com>

2. The *Safe Ministry Check* takes the form of a Statutory Declaration. It is a criminal offence to make a Statutory Declaration knowing it to be untrue in any material way.

3. Complete all sections.

You must answer all questions. Where required, please tick the appropriate response.

If you answer 'Yes' to a question—and where there is insufficient room to complete a table— please add additional information on a separate page and attach it to this form.

Please note:

- a 'Yes' answer to a question will not automatically rule an applicant out of selection; and
- we do not interpret a 'Yes' answer to a question as a charge of professional misconduct. The Diocese has a formal process for making such a charge.

4. Sign your initials at the bottom of every page. At the end of the form sign the declaration and ensure that your signature is witnessed by a person authorised to witness a Statutory Declaration.

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.

Please submit a scanned copy of this document and any attachments to assistant@armidaleanglicandiocese.com or post to:

Safe Ministry
Anglican Diocese of Armidale
PO Box 198
ARMIDALE NSW 2350

Please tick either “YES” or “NO” for each question. <ul style="list-style-type: none">- Some questions have words set in bold print. These words or phrases are defined under ‘Key Terms’ in <i>Faithfulness in Service</i>.- Throughout this document charged* or charges* 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.- If the answer to any of the following questions is ‘Yes’, please provide relevant information regarding your response and indicate the current status of the issue(s) if any. You should attach a separate page to this form with this additional information, clearly indicating the question number to which it applies. Remember that a ‘yes’ answer will not automatically rule you out of selection.	YES	NO
1 Identity a) Have you ever, since the age of eighteen, been known by any name(s) other than the one given above?		
2 Health and social issues a) Do you have any health condition(s), which may affect your work with children or young persons? b) Do you have a history of alcohol abuse? c) Do you have a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs? d) Does your current use of alcohol or other mind-altering or addictive substances adversely affect or impair your ministry, personal wellbeing or relationships? e) Do you have a history of problem gambling?		
3 Criminal and other offences a) Have you ever been charged* with a criminal offence? Getting a parking or speeding fine is not a criminal offence.		

<p>b) Have you ever been convicted of a criminal offence in Australia or in any other country? Getting a parking or speeding fine is not a criminal offence.</p> <p>c) This question relates to action before a licensing board, professional association, community association, sports club, employer, educational institution, church or any other body.</p> <p>i. Has disciplinary action of any sort ever been taken against you?</p> <p>ii. Have there been charges* against you to the abovenamed bodies that did not result in discipline?</p> <p>iii. Are there charges* pending against you before any of the above-named bodies?</p> <p>d) Have you ever been charged* with any offence related to cruelty to animals?</p> <p>e) Have you ever been charged* with a traffic offence which required you to attend court?</p>		
<p>4 Licences</p> <p>a) Has your licence to drive a motor vehicle ever been revoked or suspended?</p> <p>b) Have you ever had a licence to own firearms refused or revoked?</p>		
<p>5 Employment and professional conduct</p> <p>a) Have you ever been asked to resign or been terminated by a training program, employer or church body?</p> <p>b) Have you ever had a civil suit brought against you arising out of alleged professional misconduct, or is any such suit pending?</p> <p>c) Have you ever had professional indemnity insurance declined, suspended or revoked for any reason?</p>		
<p>6 Financial matters</p> <p>a) Have you ever been charged* with misappropriating funds, or otherwise breaching fiduciary duties in any capacity?</p> <p>b) Have you ever been charged* with an offence under the taxation laws?</p> <p>c) Have you ever had an order made against you or entered into a composition with creditors or an assignment for the benefit of creditors under the Bankruptcy Act or have you ever had an order made against you under any Act regulating corporations?</p>		
<p>7 Abusive conduct</p> <p>a) 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 or stalking?</p> <p>b) Have you ever been charged* with verbal or physical harassment?</p> <p>c) Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities?</p>		

<p>d) Have you ever been charged* with the production, sale or distribution of, or illegal access to child exploitation material?</p> <p>e) Have you done anything in the past or present that may result in allegations being made against you of child abuse?</p> <p>‘Child abuse’ means:</p> <ul style="list-style-type: none"> - the following conduct in relation to a child: bullying; emotional abuse; harassment; neglect; physical abuse; sexual abuse; spiritual abuse; grooming; or the failure without reasonable excuse 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 - the possession, production or distribution of child exploitation material. <p>The context of the conduct includes personally, virtually or by any electronic means.</p> <p>f) Have you ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country?</p>		
<p>8 Sexual conduct and misconduct</p> <p>a) Have you ever been charged* with having engaged in sexual conduct or attempted sexual conduct with a person with whom you had a pastoral or professional relationship (e.g. a parishioner, a client, a patient, an employee, a student, a subordinate)?</p> <p>‘Sexual conduct’ includes sexually motivated touch and conversation through to sexual intercourse of any kind. The context of the conduct includes personally, virtually or by any electronic means.</p> <p>b) Have you ever been charged* with having engaged in sexual conduct with persons under the legal age of consent?</p> <p>c) Have you ever been charged* with an offence related to sexual misconduct?</p> <p>‘Sexual misconduct’ includes:</p> <ul style="list-style-type: none"> - abuse of power or role for sexual purposes - sexual conduct with a person under the age of consent or with an adult not competent to give consent - sexual assault (e.g. rape) - soliciting for sexual purposes. <p>d) Have you ever been charged* with an offence related to sexual harassment?</p> <p>e) Have you ever engaged in any of the following conduct, even though never having been charged*?</p> <ul style="list-style-type: none"> - sexual contact with a parishioner, client, patient, student, employee or subordinate (other than with your spouse) - sexual contact with a person under the age of consent - illegal use, production, sale or distribution of child exploitation material - conduct likely to cause harm to a child or young person, or to put them at risk of harm. 		

Interstate/International residence

Have you ever been a resident in any other Australian State or Territory or in another country?

Yes Please list all previous addresses, the most recent first No

STATE/TERRITORY OR COUNTRY	ADDRESS	DATES

Record of Ordination/Consecration

Have you ever been ordained as a deacon or a priest, or consecrated as a Bishop?

Yes Please provide details below No

Position	DIOCESE	DATE
Ordained as Deacon		
Ordained as Priest		
Consecrated as Bishop		

Record of Bishop's Licences or Authorities

Have you previously held a Bishop's licence or Authority?

Yes Please provide details below, the most recent first No

POSITION	DIOCESE	BISHOP	START DATE	END DATE

Record of Christian Church Membership and Christian Ministry

Complete the table below regarding any church you have attended regularly during your adult life, excluding positions detailed above. List the most recent first. Add additional pages, if required.

CHURCH NAME	LOCATION	DURATION	POSITIONS HELD	SENIOR MINISTER or EQUIVALENT

Record of past employment

Please provide your employment history, excluding positions detailed above. List the most recent first. Add additional pages, if required.

EMPLOYER	LOCATION	DURATION	POSITIONS HELD

Character References

	<p>Please provide details below of three (3) referees. Referees must be over eighteen years of age and be able to give a report on your good character and suitability for ministry among children and young people. They must NOT be a relative, close friend or a member of the Selection panel. If you have lived in another state or country, please include a referee from your last parish or placement in that state and/or country.</p>
<p>Referee 1 <i>This person must be a Senior Church Leader e.g. rector, church warden, elder</i></p>	<p>Title: Rev Mr Mrs Miss Ms Other, specify</p> <p>First name:</p> <p>Surname:</p> <p>Number, Street:</p> <p>Suburb/Town, Postcode:</p> <p>State, Country:</p> <p>Home phone:</p> <p>Mobile phone:</p> <p>Email:</p>
<p>Referee 2 <i>(This person must be a current or former employer or, if you have no work history, a current or former teacher.)</i></p>	<p>Title: Rev Mr Mrs Miss Ms Other, specify</p> <p>First name:</p> <p>Surname:</p> <p>Number, Street:</p> <p>Suburb/Town, Postcode:</p> <p>State, Country:</p> <p>Home phone:</p> <p>Mobile phone:</p> <p>Email:</p>
<p>Referee 3 <i>(This person must be someone who knows you well, having known you for at least three years.)</i></p>	<p>Title: Rev Mr Mrs Miss Ms Other, specify</p> <p>First name:</p> <p>Surname:</p> <p>Number, Street:</p> <p>Suburb/Town, Postcode:</p> <p>State, Country:</p> <p>Home phone:</p> <p>Mobile phone:</p> <p>Email:</p>

Consent and Statements

The Diocese of Armidale has established standards of conduct for clergy and lay church workers to maintain a safe and healthy ministry environment. We acknowledge that this is to be understood first from the Scriptures, and then as it is expressed in various diocesan ordinances, protocols and in our code of conduct, Faithfulness in Service.

- I consent to the information contained in this application and any subsequent pages being collected and held by the Diocesan Office.*
- I consent to all background checks and referee checks as necessary for my role, including a Federal Police Background Check, Anglican National Register Check, and National Professional Standards Clearance.*
- I understand that this information will be treated as confidential and used only for screening and disciplinary purposes.*

Authority for information

I understand that it is the policy of the Anglican Church of Australia to 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.

I have identified all positions in which I have held a bishop's licence or authority, all churches which I have regularly attended as an adult and my employers. I hereby authorise the Anglican Church and its delegates to contact and exchange information with them.

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

I hereby authorise my referees to answer the Referee's Screening Questionnaire and to provide any information relevant to my application to you and your delegates

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 material misstatement in or omission from this questionnaire may render me unfit to hold a particular or any office in the Church or to remain in employment in a Church body.

Signature of applicant _____

Name of applicant (print) _____

Date _____

Note: Please seek legal advice if you are uncertain about signing this document.

Statutory Declaration

Please initial each page of the document. Your signature must be witnessed by a person authorised in this jurisdiction to witness a Statutory Declaration. The witness is not required to read the document.

I, _____ (full name)

of, _____ (full address)

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) There is nothing in my background that I have not disclosed in this application, which if it becomes public knowledge could adversely affect the assessment of my good name and character.
- (3) If anything declared in this questionnaire changes, I will notify my Diocesan Bishop immediately.

Applicant's Signature: _____

Declared at: _____ This _____ Day of _____ 20 _____

Witness to the Applicant's Signature

Signature of Witness: _____

Name of Witness (print): _____

Address of Witness: _____

Title / Office Held _____

Office Use Only:

	<i>Date</i>	<i>By Whom</i>	<i>Comments</i>
<i>Questionnaire received</i>			
<i>Questionnaire reviewed</i>			
<i>Working with Children Check</i>			<i>Cleared / Barred</i>
<i>ID sighted and approved</i>			
<i>References checked</i>			
<i>Recommended for approval</i>			
<i>Approved</i>			