



CONFIDENTIAL

Anglican Diocese of Perth

**Anglican
Church**
Diocese of Perth



FORM 2

Application for appointment as an

ADULT VOLUNTARY CHURCH WORKER

who will provide pastoral ministry and participate in activities
that involves direct, regular and not incidental contact with children

**THOSE NEEDING TO COMPLETE FORM 2 INCLUDE BUT ARE NOT LIMITED TO
THE FOLLOWING ROLES:**

- Lay Pastoral Ministers (LPMs) Wardens
- Sunday School Teachers
- Sunday School Helpers and Assistants
- Creche Workers and Assistants
- Mainly Music Leaders and Facilitators
(not those who provide catering)
- Camp Leaders Staff and Helpers
- Youth Leaders and Staff
- Holiday Program Leaders
- Overnight Activity Leaders
- Music Leaders and Choir Members where
children are participating
- Worship Leaders

If you do not fall into this category, please complete **FORM 5**

Please contact screenings@perth.anglican.org if you are unsure of your Safe Ministry requirements based on your roles

Adopted by the General Synod, October 2004 | Effective from 1 May 2019

NAME OF APPLICANT

NAME OF PARISH/ORGANISATION

ROLES UNDERTAKEN IN PARISH/ORGANISATION

FOR OFFICE USE ONLY

Safe Ministry Services Manager

Signature

Date

1 THE SAFE MINISTRY 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. '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;

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.

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 sections
 - 2 Answer the questions in Section 2 honestly. Where required, put a cross [X] or tick in the appropriate box
 - 3 If you answer 'Yes' to certain questions, please provide full details and use a separate page, identifying the question, if more space is required
 - 4 **IMPORTANT NOTE:** Sign your initials at the bottom of every page and sign your full signature at the end

SUBMITTING THE FORM Please submit your application by
EMAIL - screenings@perth.anglican.org
Or by **MAIL** in an envelope marked **CONFIDENTIAL** to:
Safe Ministry Services
GPO Box W2067 PERTH WA 6846

PRIVACY THIS APPLICATION IS CONFIDENTIAL.

It will be retained in a secure place in the Diocesan Office. 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.

SAFE MINISTRY APPLICATION REQUIREMENTS	<ul style="list-style-type: none">• Volunteer National Police Clearance (VNPC) or National Police Clearance (certificate must be no more than three (3) years old or a VNPC Application)• Working with Children Check• Safe Ministry Training (Level 2)• Form 8 – Reference Check (new volunteers or applicants only)
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2 THE APPLICANT

Personal Details

Title ☐ Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other - specify:

Full Legal Name

Known as (if applicable)

Previous Name (if applicable)

Date of birth (dd/mm/yyyy)

Gender ☐ Male ☐ Female ☐ Other

Marital Status

Occupation

Residential address

Number, Street

Suburb/Town, Postcode

State, Territory/Country

Postal address

Number, Street

(if different from residential)

Suburb/Town, Postcode

State, Territory/Country

Contact details

Phone (H) (W) (M)

Email

3 SUITABILITY FOR MINISTRY

Please answer the questions below by putting a cross [X] or tick 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. You can find Faithfulness in Service on the Diocesan website at:

www.perth.anglican.org/resources/faithfulness-in-service/

- a) Do you have any health condition(s), which may affect your work with children or young people? ☐ No ☐ Yes ►
► If yes, please detail below

- b) Have you ever had a driver's licence, whether in Australia or in another country? ☐ No ☐ Yes ►
► If YES has your licence ever been revoked or suspended?
☐ No ☐ Yes ►
If NO, continue to c)
► If yes, please detail below

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c)	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 detail below
d)	Have you ever been charged* with a criminal offence in Australia or in any other country? <i>*'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.</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes ► ► If yes, please detail below
e)	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 detail below
f)	Have you ever applied for a working with children check?	<input type="checkbox"/> No	<input type="checkbox"/> Yes ► ► If YES, has your working with children check ever been refused, cancelled, revoked or suspended? <input type="checkbox"/> No <input type="checkbox"/> Yes
g)	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 detail below
h)	Has anyone ever accused you of child abuse? <i>A 'child' is a person under the age of 18. 'Child abuse' means:</i> <ul style="list-style-type: none"> • <i>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</i> • <i>failing—without a reasonable excuse—to comply with any law that requires you to report child abuse to the police or other authority; or</i> • <i>possessing, producing or distributing child exploitation material (e.g. viewing child pornography or sexting)</i> 	<input type="checkbox"/> No	<input type="checkbox"/> Yes ► ► If yes, please detail below
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 detail below
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 detail below

k)	Have you ever engaged in any of the following conduct, whether 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; or • conduct likely to cause harm to a child or young person, or to put them at risk of harm. 	<input type="checkbox"/> No <input type="checkbox"/> Yes ► ► If yes, please detail below
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)	Have you had, or do you have a history of alcohol abuse or have been counselled for your alcohol consumption?	<input type="checkbox"/> No <input type="checkbox"/> Yes ► If yes, please detail below
n)	Do you use recreational drugs or have a history of substance abuse? <i>'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.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes ► If yes, please detail below

4 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)

5 REFERENCES

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.** 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.

NEW VOLUNTEERS: Form 8 - Reference Check to be completed by the the Parish Priest, Locum Tenens or Authorised Parish Representative using the referees below and is to be included with this application.

REFEREE 1	
<i>Must be a church leader, such as a rector, church warden, parish councillor or youth minister, or other responsible person</i>	
Title	<input type="checkbox"/> Dr <input type="checkbox"/> Rev <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms
	<input type="checkbox"/> Other - specify: _____
Full Legal Name	_____
Contact Number	_____
Email	_____
Relationship to Applicant	_____
REFEREE 2	
<i>Must be either an employer or an adult person who has known you for 3 years or longer</i>	
Title	<input type="checkbox"/> Dr <input type="checkbox"/> Rev <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms
	<input type="checkbox"/> Other - specify: _____
Full Legal Name	_____
Contact Number	_____
Email	_____
Relationship to Applicant	_____

6 CONFIRM YOUR IDENTITY

Please attach a copy of your Working with Children Check (WWC) or alternatively have one form of ID sighted by an Authorised Parish Representative

- Current Australian Driver's License
- Current Passport
- Birth certificate
- Australian citizenship document or Australian immigration papers

☐ ID Sighted ID Type: _____

Full name and position of person confirming identity: _____

I confirm I have sighted the ID Document provided and verified the identity of the applicant.

Sign: _____

Date: _____

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7 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.

NOTE 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 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 _____

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EMAIL
screenings@perth.anglican.org

or **MAIL** in an envelope marked
CONFIDENTIAL to:
Safe Ministry Services
GPO Box W2067 PERTH WA 6846