

Anglican Diocese of Melbourne Parish of Christ Church Hawthorn

To be completed when applying for any position, paid or unpaid, within Anglican Parishes in The Melbourne Diocese. The Anglican Church of Australia has established standards of conduct for Church workers in order to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background references for all persons who seek ordained or lay work.

Date:

Church Worker Application Form Part A

Position/s Applied For:

Always write in ink. Sign and date documentation including alterations. Do not use correction fluid to alter any documentation. Draw a line through the incorrect area; initial and date alterations made. You must answer all the questions. Please do discuss any issues with your parish priest. Your completed questionnaire will be kept in secure files, in accordance with privacy regulations

DECLARATION OF APPLICANT:

I, (Print Full Name).....

Date of Birth: of (Address)

do solemnly and sincerely declare that the following information on this application is true and correct in every particular.

- I have carefully read the Duty of Care Leaders Handbook and Faithfulness in Service Code* and agree to work under the principles detailed in them. I understand that, if appointed, my continued appointment will be at the discretion of the Parish Priest.
I will support and work under the direction of the Parish Priest and/or those with responsibility in the areas of my work within the parish. I recognize that all appointments, volunteer or paid, will be made in consultation with the Parish Priest.
I recognise that I must behave and act according to the values of the community, society and the Church established for those working with young people.
I have not at any time been convicted of, charged with or engaged in conduct of sexual abuse or other abuse involving any person of any age.
I do not belong to a high risk category for infectious diseases.
I am prepared to undergo a Working With Children check and a National Police Certificate. For the purpose of evaluating my application, I agree that the Parish Priest may seek to discuss the outcome of these checks with the Director of Professional Standards.
I understand that any untrue statement 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.
I give permission for the Parish Priest, or if appropriate, the person with the oversight of children and youth ministry to contact my employer and previous parish to ascertain my suitability and experience for work within the parish.

If you have ever been known by another name/s, please write it/them here:

Phone (H)..... (W)..... Mobile:

Current Church Involvement: I have been a member of this church for:years.

My other involvement in this church has been:

.....

Previous Church Details: (if insufficient space please attach further details on another sheet)

Name of Church:

Name of Minister:

Contact Number:

Reason for leaving:

Please circle either “Yes” or “No” for each question. If the answer to any of the following questions is “Yes”, please attach details. A “Yes” answer will *not* automatically rule an applicant out of selection. If you have any questions, please talk to your parish priest. You will have an opportunity to discuss any “Yes” answers you give.

Abuse means: Sexual, Physical or Emotional Abuse, Bullying, Harassment or Neglect

Other than previously disclosed in writing by you:

- (a) Have you been found guilty by a court of an offence in Australia or a foreign country, whether or not a conviction was recorded against you? Yes / No
If so, give details here or by an attachment.
- (b) Are any criminal proceedings pending against you? Yes / No
If yes, give or attach details of each charge made against you.
- (c) Are you currently subject to an unresolved complaint, investigation, reference or order under the Professional Standards Act 2009 of the Diocese of Melbourne or any equivalent legislation of another Diocese? Yes / No
If yes, give details here or by an attachment.
- (d) 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? Yes / No
If yes, give details here or by an attachment.
- (e) Do you have a history of alcohol abuse? Yes / No
If yes, give details here or by an attachment.
- (f) Do you have a history of substance abuse including abuse of prescription, over the counter, recreational or illegal drugs? Yes / No
If yes, give details here or by an attachment.
- (g) Have you ever had sexual relations with a person (other than your spouse) with whom you had a pastoral or professional relationship, for example, a parishioner, a client, a patient, an employee, a student, a subordinate? Yes / No
If yes, give details here or by an attachment.
- (h) Is there any other matter or past conduct of yours that would be relevant for the Archbishop to consider in deciding whether you are fit for ministry? Yes / No
If yes, give details here or by an attachment.

SIGNATURE OF APPLICANT **Date:**

Referees: A church worker applicant must have at least 2 suitable referees, each being of good standing in the community. Please have your referees complete the appropriate form and return these with this application. A reference check will be conducted with your referees.

*The Faithfulness in Service Code has been adopted by the Diocese of Melbourne.

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Church Worker Application Form Part B: Referee Details

For those applying for work in any position within Anglican Parishes in The Melbourne Diocese. The Anglican Church of Australia has established standards of conduct for Church workers in order 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 ordained and lay work within Australia. Each referee is to be provided with a copy of your completed Application Form – Part A.

NAME OF APPLICANT:

Date of Birth Address

Referees must be over eighteen years of age and be able to give a verbal report on character and suitability for ministry among children and young people. Referees will be contacted by telephone. 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 the last parish or placement in that state and/or country.

One referee should be a Senior Church Leader, (e.g. Priest, Church Warden, Vestry Member); the second referee may be an employer, teacher or someone who has known the applicant for over three years. Each referee is to be provided with a copy of your completed Application Form – Part A.

DECLARATION OF REFEREE:

- To my knowledge the person making this application and named above is suitable to be a church worker and to have contact with children and youth within the mentioned parish.
- To my knowledge this person has not ever been involved in any offence against young people.
- To my knowledge there is nothing which might reasonably preclude this person from being involved with children’s or youth ministry.
- I believe that the person will behave and act according to the values of the community, society and the church established for those working with young people and adults.
- I have read all the information on both pages of Part A of this application and to the best of my knowledge, believe it to be true and correct.

REFEREE:

Name **Phone**

Church/community position I have known the Applicant foryears

Relationship to the Applicant

Signature **Date**

For Office use only:

This form has been read and considered by

Name Title Date.....

Telephone contact with referee made on (date) By

Notes:

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