



**ANGLICAN
DIOCESE OF
MELBOURNE**

Professional Standards Uniform Regulations 2017 (Melbourne)

CONFIDENTIAL APPLICATION FOR CLEARANCE FOR MINISTRY

under s50 of the *Professional Standards Uniform Act 2016* (Melbourne)

(As approved by Archbishop in Council on 28 June 2018)

For Ordination Candidates, Clergy and Authorised Lay Ministers

PERSONAL DETAILS:

Title: _____

Surname: _____

Christian Names: _____

Previous Names: _____ Male/Female

Address: _____

Home Phone No: _____ Work Phone No: _____

Mobile Phone No: _____ Email: _____

Date of Birth: _____

Marital Status: _____

Occupation: _____

SPECIFY EACH PROPOSED ROLE OFFICE OR POSITION IN MINISTRY:

Parish or congregation or otherwise: _____

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

**Applicant's Screening Questionnaire
for Ordination Candidates, Clergy and Authorised Lay Ministers**

The Anglican Church of Australia has established standards of conduct for clergy and 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 ordained and lay ministry 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 carry out ordained or paid or licensed or authorised lay ministry in Australia.

As part of this process, we request you to answer a series of questions which are, of necessity, intimate in nature. If you do not understand the question or would like to discuss your answer further, please feel free to call the Director of Professional Standards. The completed questionnaire should be sent directly to the address below and will be kept secure in our confidential files, in accordance with the Privacy Act. 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. Where required by law, the information you supply will be produced.

You must answer all questions. You should add any additional information under the question or on a separate page. Please note that a yes answer to a question will not automatically rule an applicant out of selection.

Please note. We do not interpret a yes answer to a question as a charge of professional 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

Where online application not possible–

Please return this Questionnaire in the enclosed, stamped, pre-addressed envelope directly to:

The Director of Professional Standards
Office of Professional Standards
Kooyoora Ltd
PO Box 329
CANTERBURY 3126

**APPLICANT'S SCREENING QUESTIONNAIRE
FOR ORDINATION CANDIDATES, CLERGY AND AUTHORISED LAY MINISTERS**

Please tick either "yes" or "no" for each question.

If the answer to any of the following questions is "yes", please indicate the question number, provide relevant information regarding your response and indicate current status of the issue(s) if any.

A yes answer will not automatically rule an applicant out of selection.

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.*

Throughout 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.

Before completing this document please read your diocesan policy for selection of ordination candidates, clergy and paid church workers.

1. Have you ever, since the age of eighteen, been known by any name other than the one given above?

▪ **Yes** **No**

1A. If your answer is yes, specify the name and state whether it was your maiden name.

2. Do you have any health problem(s), which may affect your work with children or young persons?

▪ **Yes** **No**

3 a. Has disciplinary action of any sort ever been taken against you by a licensing board, professional or community association, employer, educational institution, Church or any other body?

▪ **Yes** **No**

3 b. Have there been charges* against you to the above named bodies that did not result in discipline?

▪ **Yes** **No**

3 c. Are there charges* pending against you before any of the above-named bodies?

▪ **Yes** **No**

4. Have you ever been convicted of a criminal offence?

▪ **Yes** **No**

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5. Have you ever been charged* with a criminal offence?

▪ **Yes** **No**

6. Have you ever been asked to resign or been terminated by a training program, employer or Church body?

▪ **Yes** **No**

7. 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**

8 a. Have you ever had a civil suit brought against you arising out of alleged professional misconduct, or is any such pending?

▪ **Yes** **No**

8 b. Have you ever had professional indemnity insurance declined, suspended or revoked for any reason?

▪ **Yes** **No**

9. 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)?

▪ **Yes** **No**

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.

10. Have you ever been charged* with having engaged in sexual conduct with persons under the legal age of consent?

▪ **Yes** **No**

11. Have you ever been charged* with the production, sale or distribution of, or illegal access to child exploitation material*?

▪ **Yes** **No**

12. Have you ever been charged* with an offence related to sexual misconduct?

▪ **Yes** **No**

Sexual misconduct includes:

- abuse of power or role for sexual purposes
- sexual conduct with a person under the age of consent or an adult incompetent to give consent
- sexual assault (e.g., rape)
- soliciting for sexual purposes
- an offence related to child exploitation material* or public indecency (e.g., indecent exposure)

13. Have you ever been charged* with an offence related to sexual harassment?

▪ **Yes** **No**

Sexual harassment includes:

- sexual advances

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- requests for sexual favours
 - sexually motivated physical contact
 - verbal or physical domination of a sexual nature?
14. Have you ever engaged in any of the following conduct, even though never having been charged*?
- sexual contact with a parishioner, client, patient, student, employee or subordinate
 - 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.
- **Yes** **No**
- The context of the contact and conduct includes personally, virtually or by any electronic means.
15. Have you ever been charged* with verbal or physical harassment?
- **Yes** **No**
16. Do you have a history of alcohol abuse?
- **Yes** **No**
17. Do you have a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?
- **Yes** **No**
18. Do you have a history of problem gambling?
- **Yes** **No**
19. Have you ever been charged* with any offence related to cruelty to animals?
- **Yes** **No**
20. Have you ever been charged* with a traffic offence which required you to attend court?
- **Yes** **No**
21. Has your driver's licence ever been revoked or suspended?
- **Yes** **No**
22. Has your drivers licence ever been suspended for a period of over 3 months?
- Yes** **No**
23. 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**
24. Have you ever had a licence to own firearms refused or revoked?
- **Yes** **No**
25. 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

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assessment by the authorities?

▪ **Yes** **No**

26. Have you ever been charged* with misappropriating funds, or otherwise breaching fiduciary duties in any capacity?

▪ **Yes** **No**

27. Have you ever been charged* with an offence under the taxation laws?

▪ **Yes** **No**

28. 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?

▪ **Yes** **No**

29. Have you done anything in the past or present that may result in allegations being made against you of child abuse*?

30. 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 ministry in the Church?

▪ **Yes** **No**

*Child abuse means:

- the following conduct in relation to a child:
 - bullying;
 - emotional abuse;
 - harassment;
 - neglect;
 - physical abuse;
 - sexual abuse;
 - spiritual abuse;
 - grooming; or
 - 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
 - the possession, production or distribution of child exploitation material*.
- The context of the conduct includes personally, virtually or by any electronic means.

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ORDINATION (complete if applicable)

I was ordained as a Deacon in the Diocese of _____

on _____

I was ordained as a Priest in the Diocese of _____

on _____

I was consecrated as a Bishop in the Diocese of _____

on _____

RECORD OF BISHOP’S LICENCES OR AUTHORITIES: (complete if applicable)

List any positions where you have previously held a Bishop’s Licence or Authority.

Position	Diocese	Bishop

RECORD OF CHRISTIAN CHURCH MEMBERSHIP AND CHRISTIAN MINISTRY

List the following information regarding any church you have attended regularly during your adult life, excluding positions detailed above.

Church	Position	Location	Senior Minister	Date From Month/Year	Date To Month/Year

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RECORD OF EMPLOYERS

Employer	Position	Location	Date from Month/Year	Date to Month/Year

INTERSTATE / INTERNATIONAL RESIDENCE

Have you ever resided in any other Australian State or Territory, or any other country?

- **Yes** **No**

If **YES** please list all the countries and states

State or Country	Address	Dates

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:

- 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 for 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 you and your delegates to contact and exchange information with them. I further hereby authorize every one of those bishops, churches and employers to inform you and your 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.

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.

I hereby consent to provide an Australian Federal Police Check if I have resided in another country. I also consent to provide a Working with Children Check.

Signature

Print Name

Date

STATUTORY DECLARATION

I _____

of _____

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 office in the Church or to remain in employment in a Church body.

Applicant's signature: _____ Date: _____

Declared at: _____ this _____ day of _____ 20 _____

Signature: _____

WITNESS TO THE APPLICANT'S SIGNATURE

Name of Witness: _____

Address of Witness: _____

Title / Office held: _____

Your signature must be witnessed by a person (who is not required to read the document) authorised to witness a Statutory Declaration.

IF YOU ARE INVITED to an INTERVIEW, please bring for sighting PROOF OF IDENTITY - two (2) documents, one of which includes a photograph and one of which is either a Birth Certificate, Passport or current Driver's Licence.

ID sighted ID approved ID not approved

CHARACTER REFERENCE

Please provide 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.

REFEREE 1 (*Senior Church Leader e.g. rector, church warden, elder*)

Name: _____

Address: _____

State: _____ Country: _____ Postcode _____

Email: _____

Phone: (home) _____ (work) _____

REFEREE 2 (*Employer or teacher if no work history*)

Name: _____

Address: _____

State: _____ Country: _____ Postcode _____

Email: _____

Phone: (home) _____ (work) _____

REFEREE 3 (*Person who has known you for longer than 3 years and knows you well*)

Name: _____

Address: _____

State: _____ Country: _____ Postcode _____

Email: _____

Phone: (home) _____ (work) _____