

**ANGLICAN DIOCESE OF MELBOURNE**

**CONFIDENTIAL APPLICATION FOR A CLEARANCE FOR PARTICIPATION**

Under Part 4.3 of the *Professional Standards Uniform Act 2016* (Melbourne)

**To: The Office of Professional Standards for the Diocese of Melbourne  
Kooyoora Ltd**

*This application form is to be completed by a person who is required to apply for and obtain a clearance for participation in the life of a parish or the Cathedral.*

I the below named HEREBY APPLY for a clearance for participation in the life of the Parish or Congregation or the Cathedral as specified below:

**PERSONAL DETAILS OF THE APPLICANT:**

**Title:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Christian Names:** \_\_\_\_\_

**Previous Names:** \_\_\_\_\_

**Gender:** Male / Female (*delete as applicable*)

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home Phone No:** \_\_\_\_\_ **Work Phone No:** \_\_\_\_\_

**Mobile Phone No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Marital Status:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Drivers Licence number:** \_\_\_\_\_ **expiry date** \_\_\_\_\_ **type:** \_\_\_\_\_

*A copy of a current driver's photo licence issued within Australia must be provided.*

**or Other Identification sighted:** \_\_\_\_\_

*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.*

*Specify details as appropriate*

**Cathedral**

**Parish or congregation name** \_\_\_\_\_

Suburb \_\_\_\_\_ Vicar or Senior Minister: \_\_\_\_\_

## APPLICANT'S QUESTIONNAIRE

The Anglican Diocese of Melbourne has established a legislated process to regulate the participation in the life of a parish or congregation or the Cathedral by Persons of Concern. This is to ensure safe ministry where that person may present a risk of abuse to others.

You are referred to [Part 4.3](#) of the *Professional Standards Uniform Act 2016*, the *Regulations* made under that Act and to the applicable *Protocol for Safe Ministry with Persons of Concern* approved by the directors of Kooyoora.

You have been asked to complete this questionnaire because the Professional Standards Committee has in its absolute discretion resolved to declare that you are a prescribed Person of Concern for the purposes of the Act. That means you are required by the Act, s67H to—

- (a) apply to the Office of Professional Standards for a clearance for participation in the life of the parish or the Cathedral (as the case may be); and
- (b) apply for a national Police Check at the expense of the Diocesan Corporation—

no later than 14 days following written notice from the Director which specifies the requirement to make those applications and which has been sent to you.

The [Professional Standards Committee](#) must consider your application and determine whether you should be granted that clearance and if so, subject to what Safety Plan or Safety Agreement or other condition or restriction.

This application will be retained by the Office of Professional Standards within Kooyoora Ltd in a secure place. Except as may be required or authorised by State or diocesan law, or by church disciplinary or fitness procedures, the information you supply will be held confidential.

You must answer all questions and where you answer yes, please supply additional information as to the matter enquired about. A yes answer will not necessarily result in your application being unsuccessful.

Any material misstatement in or omission from this questionnaire may be taken into account in determining whether you should be granted a clearance for participation.

Yours faithfully

Registrar, Diocese of Melbourne

## APPLICANT'S SCREENING QUESTIONNAIRE

Please tick either "yes" or "no" for each question. If the answer to any of the following questions is "yes", please give details. **A yes answer will not automatically rule an applicant out of selection.**

In this document, the expression **charged** means 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.

**Child abuse** means the following conduct in relation to a child:

- bullying;
- emotional abuse;
- harassment;
- neglect;
- physical abuse;
- sexual assault;
- 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.

**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.

**Safety Agreement** means an agreement subject to which a Person of Concern has been permitted to participate in the life of a parish or congregation or the Cathedral.

### Questions:

1. Have you ever been convicted of a criminal offence? For this and the following questions to which you answer yes, please supply details.  
**Yes / No**
2. Have you ever been charged with a criminal offence?  
**Yes / No**
3. 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**
4. Have you ever engaged in any of the following conduct (personally, virtually or by any electronic means)?
  - sexual contact with a person under the age of consent

- production, sale, distribution or illegal use of child exploitation material
- sexual activity without free consent

**Yes / No**

5. Have you been in a pastoral or professional relationship, where you have engaged in sexual contact (personally, virtually, or by any electronic means) with a parishioner, client, patient, student, employee or subordinate (other than with your spouse)?

**Yes / No**

6. Have you ever been a respondent in a Family Violence or Personal Safety Intervention Order proceeding, to protect a person as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?

**Yes / No**

7. Has a child 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 or child protection proceeding by the authorities?

**Yes / No**

8. Have you done anything in the past or are you doing anything at present that may result in allegations being made against you of child abuse?

**Yes / No**

9. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?

**Yes / No**

10. Are you currently a party to a Safety Agreement? If so, in what parish or denomination? Please supply a copy.

**Yes / No**

11. Have you ever been a party to a Safety Agreement in another parish or denomination? If so for what reason? Please supply a copy.

**Yes / No**

12. Is there any other matter or past conduct of yours that would be relevant to whether you constitute a risk of harm to any person and whether you should be permitted to participate in the life of the parish or congregation or the Cathedral?

**Yes / No**

If you have answered yes to any of the above questions please provide details here:

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## RECORD OF CHURCH MEMBERSHIP

List all church organisations, churches, parishes or congregations of which you have been a member or regular worshipper. If this is the first parish of which you have been a member or regular worshipper, please fill in the details of your current parish.

Name of parish or organization	Location or address	Start date (month and year) as member	End date (month and year) as member	Any positions held during my time as a member	All senior ministers or chief executives during my time as a member
<i>Eg. St Thomas' Baptist church</i>	<i>Burwood</i>	<i>Jan 1989</i>	<i>Dec 1998</i>	<i>Reader</i>	<i>John Smith</i>

**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 Kooyoora Office of Professional Standards to ask my referees whether to the best of their knowledge I have engaged in conduct that would be relevant to whether I constitute a risk of harm to any person and whether I should be permitted to participate in the life of the applicable parish or congregation or the Cathedral.

I have identified all church organisations, churches, parishes or congregations of which I have been a member. I hereby authorise you and your delegates to contact and exchange information with them. I further hereby authorise every one of them to inform you and your delegates of any knowledge they may have relevant as stated above.

I hereby authorise my referees to provide any information to you and your delegates that may be relevant as stated above.

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.

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signature

## DECLARATION

I ..... 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 be taken into account in determining whether I should be permitted to participate in the life of the parish or the Cathedral and if so subject to what condition or restriction.

Date:                      online form of authorisation

## CHARACTER REFERENCE

**Please provide the names of two (2) referees who have known you for longer than 2 years.** Referees must be over eighteen years of age and be able to give a report (by email and possibly telephone) on your character and suitability for participation in the life of a parish or the Cathedral. They must NOT be a relative or a close friend. 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. If you have a contact officer from the Sex Offender Registry they must be listed.

**REFEREE 1** (*Victoria Police Contact Officer, Church leader e.g. rector, church warden, parish councillor, youth minister*)

Name:

Email:

Phone: (home)

(work)

**REFEREE 2** (*Employer or teacher if no work history or adult person who has known you for longer than 3 years and knows you well*)

Name:

Email:

Phone: (home) .....(work)