Office use:
☐ Registry ☐ Lay ☐ Clergy
☐ MT&D ☐ Ord. Candidate ☐ Presbyter Candidate

ANGLICAN DIOCESE OF SYDNEY

CONFIDENTIAL LIFESTYLE QUESTIONNAIRE

for Authorisation, Licensing or Ordination Candidacy

*** PERSONAL DETAILS**

Personal details and ordination information may be used and disclosed by the Archbishop's office for the purposes of that office including being published in the Year Book of the Diocese of Sydney and any update or further edition of the Year Book.

Title .....

Surname .....

Given Names .....

Previous Names/Aliases .....

Date of Birth .....

Address .....

..... **Postcode** .....

Phone **(h)** .....

(w) .....

(m) .....

Email Address .....

Marital Status ..... **Date of Marriage** .....

Spouse's Name .....

Position Applied for .....

Year at Theological College .....

* **ORDINATION** (*complete if applicable*)

Ordained Deacon on ..... **in the Diocese of** .....

Ordained Priest on ..... **in the Diocese of** .....

Consecrated Bishop on ..... **in the Diocese of** .....

Please attach copies of your Letters of Orders as Deacon, Presbyter (Priest) and Bishop.

WORKING WITH CHILDREN CHECK

Number ..... **Expiry Date** .....

Please bring your proof of identity (driver's licence or passport) with you to your interview (attach copy).

In the first instance the information in this questionnaire will be reviewed by the interviewer, the Director of PSU and the Registrar.

CONSENT

I consent to the information contained in this application including the subsequent pages initialled by me and the information contained in any documents accompanying this application and signed by me being collected by the Archbishop's office. I understand that this information will be kept in a sealed envelope in a confidential file and used only for screening and disciplinary purposes (**except those paragraphs marked ***).

....

Signature **Date**

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) in the footnote at the bottom of the page or on an additional sheet if more space is required.

Any disclosure will not automatically rule an applicant out of selection. Failure to make a full disclosure of matters which might affect your reputation and character as an ordained minister or a lay worker could result in church disciplinary action being taken against you if allegations or information come to light subsequent to your ordination or licensing. Disclosed conduct which could be child abuse or a serious sexual offence must be specifically considered by the Archbishop and his advisors under the *Church Discipline Ordinance 2006*.

Throughout this document "*charged*" 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.

Clergy and church workers in the Diocese of Sydney are expected to be familiar with and to comply with the Faithfulness in Service Code of Conduct. Faithfulness in Service can be downloaded here: Faithfulness in Service 2017

GENERAL

1. Have you made any previous application for ordination or licence in the Diocese of Sydney or elsewhere?
   Yes ☐ No ☐

2. Have you done anything likely to adversely affect your reputation and character or that might affect your fitness to be ordained or to hold a licence or authority from the Archbishop?
   Yes ☐ No ☐

CHILD PROTECTION

3. Is there any behaviour or experience in your past or present that may result in allegations being made against you of abuse in relation to children or young persons under 18 years?
   Yes ☐ No ☐

4. Do you have any health problem(s), including alcohol or drug use, which may affect your working with children or young persons?
   Yes ☐ No ☐

5. So far as you are aware, have you ever been the subject of an investigation by the Police, Department of Community Services, any Child Protection Authority, employer or other proper authority?
   Yes ☐ No ☐

6. So far as you are aware, have you ever been the subject of an investigation concerning your care of children or young persons, or your behaviour towards or in the presence of children or young persons?
   Yes ☐ No ☐

7. Have you ever had an accreditation to work with children refused, suspended or withdrawn in Australia or any other country?
   Yes ☐ No ☐

Question No.	Note

8. 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?

Yes ☐ No ☐

EMPLOYMENT, VOLUNTEER OR PROFESSIONAL CONDUCT

9. 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 ☐

b. Have there been written complaints against you that did not result in discipline?

Yes ☐ No ☐

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

Yes ☐ No ☐

10. Have you ever been asked to cease volunteer work or resign, or had your employment terminated by a voluntary association, training program, employer, church or any other body?

Yes ☐ No ☐

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

Yes ☐ No ☐

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

Yes ☐ No ☐

CRIMINAL CONDUCT

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

Yes ☐ No ☐

13. Have you ever been charged with a criminal offence?

Yes ☐ No ☐

14. Have you ever been charged with any offence related to cruelty to animals?

Yes ☐ No ☐

15. Have you ever been charged with a traffic offence which required you to attend court?

Yes ☐ No ☐

16. Has your driver's licence ever been revoked or suspended?

Yes ☐ No ☐

Question No.	Note

17. Have you ever had an Apprehended Violence Order, an order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking etc.?

Yes ☐ No ☐

18. Have you ever had a licence to own firearms refused or revoked?

Yes ☐ No ☐

PERSONAL CONDUCT

19. Have you ever used any prohibited drug or prohibited substance?

Yes ☐ No ☐

20. Have you ever participated in any occult practice?

Yes ☐ No ☐

21. Describe your attitude to and your use of alcohol. (*Please also complete Annex A on page 9.*)

22. Do you have a history of alcohol abuse?

Yes ☐ No ☐

23. Do you have a history of drug abuse with prescription, over-the-counter, recreational or illegal drugs?

Yes ☐ No ☐

24. Do you have a history of a problem with gambling?

Yes ☐ No ☐

25. Have you ever engaged in bullying, verbal abuse or violence within your family or with others?"

Yes ☐ No ☐

Question No.	Note

SEXUAL CONDUCT

26. Is there any information from your past or present that may result in allegations being made against you of sexual misconduct which would be regarded by right thinking members of the Church in this Diocese as disgraceful and inconsistent with the standards to be observed by a Christian?

Yes ☐ No ☐

27. Have you been involved in any homosexual activity or relationship?

Yes ☐ No ☐

28. Have you been involved in sexual conduct outside of marriage?

Yes ☐ No ☐

29. Have you ever been charged with having engaged in sexual conduct with a person under the legal age of consent?

Yes ☐ No ☐

30. Have you ever viewed, read or listened to material, which would be judged pornographic by right thinking members of the Church in this Diocese? This includes, but is not limited to, inappropriate participation in internet chat rooms.

Yes ☐ No ☐

If you answered 'yes' to Q.30, please complete the following:

(i) When did you last access pornography?

(ii) On average how often have you viewed/accessed pornography

In the last 12 months?

In the last 2 years?

In the last 5 years?

(iii) What are your strategies for resisting/dealing with this issue?

(iv) Have you ever possessed, accessed or published child pornography? Yes ☐ No ☐

31. Have you ever been involved with the production, sale or distribution of, or illegal access to pornographic materials?

Yes ☐ No ☐

Child pornography is defined in Faithfulness in Service *to mean "sexually explicit or suggestive material depicting children". It is a form of child exploitation material. It is illegal to possess, access or publish child exploitation material.*

Please be aware that matters of this nature may need to be reported to the police.

Question No.	Note

32. Have you ever been charged with an offence relating to sexual misconduct?

Yes ☐ No ☐

Sexual misconduct includes:

- *abuse of power or role for sexual purposes*
- *not only sexual intercourse with a person other than your spouse, but also intentional touching and sexual conversation of any kind with a person in a pastoral or professional relationship (e.g., a parishioner, client, patient, employee, student, subordinate)*
- *not only sexual intercourse but also intentional touching and sexual conversation of any kind 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 pornography or public indecency (e.g., indecent exposure)*

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

Yes ☐ No ☐

Sexual harassment includes:

- *sexual advances*
- *requests for sexual favours*
- *sexually motivated physical contact*
- *verbal or physical domination of a sexual nature*

34. 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 (other than your spouse)
- sexual contact with a person under the age of consent
- illegal use, production, sale or distribution of pornographic materials
- conduct likely to cause harm to a child or young person, or to put them at risk of harm

Yes ☐ No ☐

FINANCIAL CONDUCT

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

Yes ☐ No ☐

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

Yes ☐ No ☐

37. 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 the “Corporations Act 2001”?

Yes ☐ No ☐

Question No.	Note

38. **INTERSTATE/INTERNATIONAL RESIDENCE**

Have you ever resided or worked in any other Australian state or territory or any other country?

Yes ☐ No ☐

If yes, please list all the countries and/or states/territories.

State/Territory or Country	Address

a. **INTERSTATE RELOCATION**

Please indicate if you are moving interstate to work in the Diocese of Sydney.

Yes ☐ No ☐

If you are, you are required to obtain and provide a current police check from the State or Territory from where you are relocating. If this check is completed prior to the interview, please attach. If you receive your check later, please forward to the Professional Standards Unit as soon as possible.

b. **INTERNATIONAL RELOCATION**

Please indicate if you are coming to Australia from another country in order to work in the Diocese of Sydney.

Yes ☐ No ☐

If you are, you are required to obtain and provide the equivalent of a current Federal police check from the country in which you were last resident. If this check is completed prior to the interview, please attach. If you receive your check later, please forward to the Professional Standards Unit as soon as possible.

Please provide a reference contact name and email address for an appropriate Professional Standards check.

39. **RECORD OF EMPLOYERS**

Employer	Position	Location	Date from	Date to

40. **RECORD OF CHRISTIAN MINISTRY – Both Lay and Ordained**

Include in this list every church you have attended regularly during your adult life.

Position	Church or Organisation	Location	Rector	Date from	Date to

41. **RECORD OF BISHOPS' LICENCES**

Indicate which of the above positions were held under a **licence or authority from a Bishop or Archbishop**. Attach any character references from Bishops of any Diocese or mission organisations, e.g., CMS, where you have previously held a licence or authority.

Position	Diocese	Bishop

STATUTORY DECLARATION

I .....

of .....

.....

do solemnly and sincerely declare that:

(1) The information I have provided in this application including the previous pages initialled by me and the information contained in any documents accompanying this application and signed by me are true and correct to the best of my knowledge and belief;

(2) I have received and read a copy of the current edition of Faithfulness in Service 2017;

(3) I understand that the Code applies to all clergy and church workers;

(4) I understand that any material mis-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;

(5) I understand that I must apply for a Working With Children Check (WWCC) through the NSW Office of the Children's Guardian (http://www.kidsguardian.nsw.gov.au) and provide the WWCC clearance number and expiry date before commencing work in the Diocese of Sydney. I understand that it is illegal to undertake child-related work in NSW without obtaining a WWCC clearance and providing this to the Diocesan Registry in order for verification to take place.

(6) I authorise the Archbishop or his delegate to contact and exchange information provided with any institution or persons in an endeavour to verify any information provided in support of my application.

Applicant's Signature …… Date

I, ……, a JP/Solicitor for NSW ……, certify

(*Full name of JP/Solicitor*) (*JP registration number, if applicable*)

1. * I saw the face of the declarant OR
   * I did not see the face of the declarant because he/she was wearing a face covering, but I am satisfied that he/she had a special justification for not removing it, and

2. * I have known the person for at least 12 months OR
   * I confirmed the person's identity with ……..

(*Describe identification document relied on*)

…… ……..

(*Signature of JP/Solicitor*) (*Date*)

(* include only the text that applies)

Your signature must be witnessed by a person authorised to witness a Statutory Declaration in New South Wales:

- a justice of the peace;
- a notary public;
- a solicitor or barrister with a current New South Wales or interstate practicing certificate;
- a commissioner of the court for taking affidavits.

APPLICANT: Please bring the questionnaire along with you to the interview.

INTERVIEWER: Please turn to page 10 and complete during interview.

Annexure A

The Alcohol Use Disorders Identification Test : Self-Report Version

Please circle one box for each question that best describes your answer to each question

Question	0	1	2	3	4	Score
1. How often do you have a drink containing alcohol?	Never	Monthly or less	2-4 times a month	2-3 times a week	4 or more times a week	
2. How many drinks containing alcohol do you have on a typical day when you are drinking?	1 or 2	3 or 4	5 or 6	7 to 9	10 or more	
3. How often do you have six or more drinks on one occasion?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
4. How often during the last year have you found that you were not able to stop drinking once you had started?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
5. How often during the last year have you failed to do what was normally expected of you because of drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
6. How often during the last year have you needed a first drink in the morning to get yourself going after a heavy drinking session?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
7. How often during the last year have you had a feeling of guilt or remorse after drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
8. How often during the last year have you been unable to remember what happened the night before because of your drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily	
9. Have you or someone else been injured because of your drinking?	No		Yes, but not in the last year		Yes, during the last year	
10. Has a relative, friend, doctor or other health care worker been concerned about your drinking or suggested you cut down?	No		Yes, but not in the last year		Yes, during the last year	
					Total	

Source: *World Health Organisation, 1992*

To be completed by interviewer during interview

The questions were discussed with the applicant by:

Name *(please print)*

Position *(please print)*

Date

The questions were answered satisfactorily and no further action was required.

OR

The applicant was advised to .....

.....

.....

.....

.....

Signature of Interviewer ……..….

Signature of Applicant ……

Checklist:

- ☐ Photo identification (driver's licence or passport) (copy attached)
- ☐ Police check from State or Territory in Australia (other than NSW) (if applicable – see Q.39)
- ☐ Police check from overseas country (if applicable – see Q.40)
- ☐ Professional Standards References (if applicable – see Q.40)

Professional Standards Unit
PO Box Q412
QVB Post Office NSW 1230

Office Use Only

PSU Database *Date cleared*	.....	**National Register** *Date cleared*	.....
Reviewed by PSU *Signature*	.....	**Date**	.....
Print name	.....	**Position**	.....

ARCHBISHOP'S OFFICE PRIVACY STATEMENT

The Archbishop's office respects your privacy.

The Archbishop's office is responsible for supporting the Archbishop in discharging his Episcopal functions and also administers the diocesan Registry, Professional Standards Unit and diocesan Archives.

We usually collect personal information such as a person's name, age, contact details, occupation and family details to discharge these functions but we may collect other personal information as well. We use this information for the proper administration of the Diocese including assessing ordination applicants, licensing clergy and lay people for ministry in the Diocese, administering professional standards within the Diocese and recording significant historical events in the diocesan archives. When we collect sensitive information, as defined in the Privacy Act, we will collect it with your consent when required to do so by law.

We may share your information with other entities who are members of the Anglican Church of Australia usually within but sometimes outside the Diocese of Sydney. We will handle such personal information in accordance with the standards set out in our Privacy Policy.

The Archbishop's office may disclose your personal information to third party service providers, agents or contractors such from time to time to help us to provide our services. If we do this, we generally require those parties to protect your personal information in the same way we do.

We use a variety of physical and electronic security measures including restricting physical access to our offices and the use of firewalls and secure databases to keep personal information held on IT systems secure from misuse, loss or unauthorised use or disclosure.

Where appropriate, we will handle personal information relying on the small business exemption. Generally, you can access personal information we hold about you. If we deny your request in some circumstances we will tell you why. Please contact the Registrar at Level 2, St Andrew's House, Sydney Square, Sydney NSW 2000 or on 9265-1519 or at dmarr@sydney.anglican. asn.au to ask for access to your personal information, if you have a complaint about the way we handle your personal information, or if you would like more information about our approach to privacy, other members of the Anglican Church of Australia or our third party service providers, agents or contractors.