



sydneyanglicans⁺

OFFICE OF THE DIRECTOR
OF SAFE MINISTRY

CONFIDENTIAL LIFESTYLE QUESTIONNAIRE

Safe Ministry Check for Ministers: Applicants for
Ordination, Licensed Ministers or Authorised Lay Ministers

Name:	
Role (including Ordination Candidacy if applicable):	
Parish or Organisation (if applicable):	

OFFICE USE

- Registry Lay
 Clergy
 MT&D Deacon Candidate
 Presbyter Candidate

1 THE SAFE MINISTRY CHECK

1.1 TO THE APPLICANT

Thank you for your willingness to complete this Safe Ministry Check. The Anglican Diocese of Sydney has established standards of conduct for clergy and church workers to maintain a safe and healthy ministry environment.

Our commitment to these standards requires background reference checking to be conducted as necessary for all persons who intend to engage in ordained ministry or authorised lay ministry. The information sought in this form is in accordance with the safe ministry requirements of the Anglican Diocese of Sydney, and not because we have any reason to believe that you have engaged in inappropriate conduct.

We are committed to supporting clergy and authorised lay ministers to live godly and holy lives that bring honour to Jesus, and to fostering a healthy culture in which sin can be acknowledged. The use of this form, and the accompanying interview process, is one way in which we engage with those working or seeking to work in this Diocese, to discuss these important and personal matters in a pastorally sensitive and confidential setting.

This Safe Ministry Check will also be used to assess your suitability to hold a licence or authority from the Archbishop for ministry in the Diocese of Sydney.

As part of the application process, we request you answer a series of personal questions which many applicants will find invasive. We acknowledge that answering these questions may cause some applicants to experience feelings of guilt, shame, regret or distress. It is important to remember that providing a “yes” response does not automatically preclude your application from progressing. Some questions are intentionally broad in scope and the purpose is to facilitate an open and honest discussion to take place during the interview with the Diocesan representative, which is an integral part of the Safe Ministry Check process. If you are unsure how to answer a particular question you can leave it blank and raise it with the Diocesan representative during the interview process.

If you have previously completed a Safe Ministry Check or Confidential Lifestyle Questionnaire in the Diocese of Sydney as an ordained, licensed, authorised or paid church worker (for example when applying to become a candidate for ordained ministry or in respect of a previous position) this questionnaire relates to your lifestyle and conduct only since the completion of the earlier questionnaire, except for any matters not previously disclosed that you now consider ought to be disclosed.

1.2 SUPPORT

Counselling support is also available prior to the completion of this form if you consider that it may be traumatising for you. Please contact the Office of the Director of Safe Ministry or Registry if you would like more information about this. Otherwise, if distressing matters are raised for you by the completion of this form you can speak with the Diocesan representative during the interview process who will be able to connect you with appropriate professionals that can provide support. You are also welcome to bring another person with you to provide support at your interview and you can discuss this with the Diocesan representative at the time of booking your interview.



1.3 COMPLETING THE FORM

1. Clergy and church workers in the Diocese of Sydney are expected to be familiar with and to comply with Faithfulness in Service. Before completing this form please read Faithfulness in Service, which can be downloaded from the Safe Ministry website at: <https://safeministry.org.au/faithfulness-in-service-code-of-conduct/>
2. The Safe Ministry Check takes the form of a Statutory Declaration. It is a criminal offence to make a Statutory Declaration knowing it to be untrue in any material way.
3. Complete all sections.

Please tick either **YES** or **NO** for each question. Although questions require a **YES** or **NO** response additional information can be provided at the bottom of each page in the space provided and all answers can be discussed in more detail during the interview process with the Diocesan representative following completion of this form. If the answer to any of the questions is “yes”, please indicate the question number, and provide relevant information regarding your response and indicate the 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. If you are not sure what is meant by an underlined word or phrase, please consult the Key Terms in *Faithfulness in Service*.

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 minister could result in church disciplinary action being taken against you if allegations or information come to light subsequent to your ordination, licensing or authorisation. Disclosed conduct which could be child abuse or a serious sexual offence must be specifically considered by the Archbishop and his advisors under the *Ministry Standards Ordinance 2017*.

4. Please ensure that you do not sign the statutory declaration (item 6) or this form (item 6.1) or until you are in the presence of the Diocesan representative conducting the interview.
5. **All** applicants are required to obtain and provide a NSW police check, current **within the last 6 months**. The check needs to be completed prior to the interview and attached with this form. If you are relocating from another State, Territory or from overseas please note the **additional** requirements listed at item 2.2 below.
6. Following completion of the interview, please initial each page of this form in the space provided.



1.4 CONFIDENTIALITY & PRIVACY

The information you provide in this form and in connection with it will be kept confidential, except that it may be used and disclosed for the purposes set out below and for other purposes with your consent.

The information will be used to assess your suitability for ministry in the Diocese of Sydney. In practice, this means that the information will be seen by the Diocesan representative conducting the interview and the Director of Safe Ministry (Director) and/or the staff of the Office of the Director of Safe Ministry (ODSM) working on behalf of the Director.

Once the ODSM has processed the form, it will be sealed in an envelope, put on your personnel file and stored securely in the Diocesan Registry. An electronic storage method may also be used that has materially equivalent restrictions and security measures. If matters are raised in the form that require the attention of the Archbishop (or an Assistant Bishop or MT&D on his behalf), the Director will provide the Archbishop (or Assistant Bishop or MT&D) with a report outlining the concerns. The Archbishop (or Assistant Bishop or MT&D) may also be provided with this form itself.

If as a result of the matters disclosed in this form or during the interview process the subsequent issuing of a licence or authority is done on a conditional basis, the conditions set by the Archbishop will be made known to the Diocesan Registry in the context of issuing the licence or authority and may be made known to your Rector as appropriate.

The information may also be used and disclosed for the following purposes:

- (a) To comply with laws requiring the reporting of conduct or circumstances to the police, the Children's Guardian or other authority.
- (b) In other circumstances where use or disclosure of the information is required by law (e.g. in response to a subpoena or a direction from a commission of enquiry).
- (c) To investigate and deal with allegations and admissions of misconduct under the Ministry Standards Ordinance 2017 (or other applicable professional standards ordinance).
- (d) To protect any person from the risk of being harmed.
- (e) To obtain legal advice or other professional advice or for the purpose of legal proceedings.
- (f) To comply with disclosure obligations under a policy of insurance.

In addition, some or all of the information in section 2 of the form will be stored on the Diocesan Registry Database. The use and disclosure of this information will be subject to the Sydney Anglican Services (SAS) Privacy Policy, which is available on the Sydney Anglicans website (docs.sydneyanglicans.net).

PRIVACY CONCERNS

- I would like someone from the Diocesan Registry to contact me to discuss my privacy concerns regarding the use and disclosure of my personal contact information as set out in section 2 of this form.



2 THE APPLICANT

2.1 PERSONAL DETAILS

Title	<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: <input type="text"/>
Legal Name	First Name(s): <input type="text"/>
	Surname: <input type="text"/>
	Date of Birth: <input type="text"/>
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
	Marital status: <input type="text"/>
	Date of Marriage: <input type="text"/>
	Name of Spouse: <input type="text"/>
Your Current Occupation: <input type="text"/>	
Current Address	Number, Street: <input type="text"/>
	Suburb/Town & Postcode: <input type="text"/>
	State, Country: <input type="text"/>
Contact Details	Mobile Phone: <input type="text"/>
	Email: <input type="text"/>
Working with Children Check	Number: <input type="text"/>
	Expiry Date: <input type="text"/>
Safe Ministry Training	Complete the following details of your most recent Safe Ministry Training course:
	Name of Course: <input type="text"/>
	Date of Completion: <input type="text"/>
	Certificate Code (if supplied): <input type="text"/>
	Issuing Diocese or Organisation: <input type="text"/>

If NOT Sydney Diocese please supply copy of certificate.

Note: If you have completed the Sydney Diocesan Safe Ministry Training, you can find the above information by [logging into](#) the Training website and going to the [‘My course dashboard’](#) page.



2.1 PERSONAL DETAILS (CONTINUED)

Previous Name/s	Have you ever, since the age of eighteen, been known by any name(s) other than the one given above?	<input type="checkbox"/> No <input type="checkbox"/> Yes
------------------------	--	--

Previous Name/s:

2.2 RELOCATION TO THE DIOCESE OF SYDNEY

Are you moving from interstate or another diocese or denomination to work in the Diocese of Sydney?	<input type="checkbox"/> No <input type="checkbox"/> Yes
--	--

If YES:

- You are required to obtain and provide a police check from the State or Territory from where you are relocating, current within the last 6 months. This check needs to be completed prior to the interview and attached.
- You are also required to provide a letter of good standing/reference from your previous ministry supervisor (e.g. previous Rector/Senior Minister, Diocesan Bishop etc.), to be dated within the last 6 months.

Note: To obtain the police check you can either contact the criminal records section of the relevant State or Territory or you can apply through a service such as <https://www.crimcheck.org.au/>.

Are you coming to Australia from another country in order to work in the Diocese of Sydney?	<input type="checkbox"/> No <input type="checkbox"/> Yes
--	--

If YES:

- You are required to obtain and provide the equivalent of a current Federal police check from the country in which you were last resident, current within the last 6 months. This check needs to be completed prior to the interview and attached.
- You are also required to provide a letter of good standing/reference from your previous ministry supervisor (e.g. previous Rector/Senior Minister, Diocesan Bishop etc.)

Note: Depending on the country you are relocating from you may be able to use CrimCheck to obtain your international police check. To arrange this you will need to contact CrimCheck by phone at (03) 9955 0300 or by email at support@crimcheck.org.au.

2.3 RECORD OF ORDINATION/CONSECRATION

Have you ever been ordained as a deacon or presbyter, or consecrated as a bishop?	<input type="checkbox"/> No <input type="checkbox"/> Yes
--	--

If NO: Go to 2.4. **If YES:** Please provide details below:

	Diocese	Date
Ordained as a Deacon:		
Ordained as a Presbyter:		
Consecrated as a Bishop:		



2.4 RECORD OF BISHOP'S LICENCES OR AUTHORITIES

Have you previously held a Bishop's Licence or Authority?

No Yes

If **NO**: go to next question. If **YES**: please provide details below, the most recent first.

Note: If you have held a licence or authority in the Sydney Anglican diocese please consult the diocesan [year book](#) and only record roles that are not otherwise published in the year book. Please attach an additional sheet if more space is required.

Position	Diocese	Bishop	From (mm/yy)	To (mm/yy)

Have you ever made any other application for ordination, a licence or authority that was declined in the Diocese of Sydney or elsewhere?

No Yes

If **NO**: go to 2.5, If **YES**: please provide details below:

2.5 RECORD OF CHURCH MEMBERSHIP & CHRISTIAN MINISTRY

Complete the table below regarding any church you have attended regularly during your adult life, excluding positions detailed above. List the most recent first.

Role(s)	Church/ Organisation	Location	Rector/ Supervisor	From (mm/yy)	To (mm/yy)

Note: Please attach an additional sheet if more space is required.



2.6 RECORD OF EMPLOYMENT

Please provide your employment history below, with the most recent first. Do not include any church employment positions listed above.

Note: There is no need to include roles you had before you turned 18 years of age, or roles you have previously disclosed in an earlier CLQ.

Employer	Location	Position or Role	From (mm/yy)	To (mm/yy)

Note: Please attach an additional sheet if more space is required.



3 LIFESTYLE QUESTIONS

Please answer the questions below by putting a cross [X] in the appropriate box.

If the answer to any of the following questions is **YES**, please indicate the question number, and provide relevant information regarding your response and indicate the current status of the issue(s) in the allocated space at the bottom of the page or on an additional sheet if more space is required. If you are unsure how to answer you can leave the question blank and discuss it during the accompanying interview process.

If you are not sure what is meant by an underlined word or phrase, please consult the Key Terms in *Faithfulness in Service*.

3.1 HEALTH & SOCIAL ISSUES

a) Do you have any health condition(s) which may affect your work?	<input type="checkbox"/> No <input type="checkbox"/> Yes
b) Have you over-used or abused alcohol, prescription or over-the counter medications or have you ever used any recreational or illegal drugs or any prohibited substance?	<input type="checkbox"/> No <input type="checkbox"/> Yes
c) Have you engaged in gambling?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If YES : Please describe the nature and frequency of your gambling:	
<div style="border: 1px solid black; height: 100px;"></div>	
d) Have you ever participated in any occult practice?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Please provide any additional notes in the space below.

Question	Note



3.1 HEALTH & SOCIAL ISSUES (CONTINUED)

The Alcohol Use Disorders Identification Test : Self-Report Version

Please select one box for each question that best describes your answer and note the column number in the score section

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

Source: Adapted from World Health Organisation AUDIT Second Edition

Please provide any additional notes in the space below.

Question	Note



3.2 CRIMINAL & OTHER OFFENCES & PROFESSIONAL MISCONDUCT

Throughout this form charged indicates formal allegations made against you or allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.

a) Have you ever been charged with a criminal offence? (Getting a parking or speeding fine is not a criminal offence.)	<input type="checkbox"/> No <input type="checkbox"/> Yes
b) Have you ever been convicted of a criminal offence in Australia or in any other country? (Getting a parking or speeding fine is not a criminal offence.)	<input type="checkbox"/> No <input type="checkbox"/> Yes
c) Have you ever been charged with an offence related to cruelty to animals?	<input type="checkbox"/> No <input type="checkbox"/> Yes
d) Have you ever been charged with a traffic offence which required you to attend court?	<input type="checkbox"/> No <input type="checkbox"/> Yes
e) This question relates to action before a licensing board, professional or community association, sports club, employer, educational institution, training program, church or any other body.	
i) Has disciplinary action of any sort ever been taken against you?	<input type="checkbox"/> No <input type="checkbox"/> Yes
ii) Have there been charges or written complaints against you to the above-named bodies that did not result in discipline?	<input type="checkbox"/> No <input type="checkbox"/> Yes
iii) Are there charges pending against you before any of the above-named bodies?	<input type="checkbox"/> No <input type="checkbox"/> Yes
iv) Have you ever been asked to resign or cease volunteer work or had your employment terminated by any of the above-named bodies?	<input type="checkbox"/> No <input type="checkbox"/> Yes
f) Have you ever had a civil suit brought against you arising out of alleged professional misconduct, or is any such suit pending?	<input type="checkbox"/> No <input type="checkbox"/> Yes
g) Have you ever had professional indemnity insurance declined, suspended or revoked for any reason?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Please provide any additional notes in the space below.

Question	Note



3.3 LICENCES

a) Has your licence to drive a motor vehicle ever been revoked or suspended?	<input type="checkbox"/> No <input type="checkbox"/> Yes
b) If you have held or applied for a firearms licence have you ever had that licence or application refused or revoked?	<input type="checkbox"/> No <input type="checkbox"/> Yes

3.4 FINANCIAL MATTERS

a) Have you ever been charged with misappropriating funds, or otherwise breaching fiduciary duties in any capacity?	<input type="checkbox"/> No <input type="checkbox"/> Yes
b) Have you ever been accused of, or investigated for, suspected misappropriation or mishandling of funds?	<input type="checkbox"/> No <input type="checkbox"/> Yes
c) Have you ever been charged with an offence under taxation laws?	<input type="checkbox"/> No <input type="checkbox"/> Yes
d) Have you ever had an order made against you or entered into an agreement with creditors or an assignment for the benefit of creditors under the <i>Bankruptcy Act 1966</i> or have you ever had an order made against you under any Act regulating corporations?	<input type="checkbox"/> No <input type="checkbox"/> Yes

3.5 CHILD PROTECTION

Throughout this form *charged* indicates formal allegations made against you or allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.

a) So far as you are aware, 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?	<input type="checkbox"/> No <input type="checkbox"/> Yes
--	--

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 failure without reasonable excuse 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 this conduct includes personally, virtually or by any electronic means.)

Please provide any additional notes in the space below.

Question	Note



3.5 CHILD PROTECTION (CONTINUED)

b) 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, by the Police, a child protection authority or any other proper authority?	<input type="checkbox"/> No <input type="checkbox"/> Yes
c) 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 as far as you are aware, been the subject of a risk assessment by the authorities?	<input type="checkbox"/> No <input type="checkbox"/> Yes
d) Have you ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country?	<input type="checkbox"/> No <input type="checkbox"/> Yes
e) Have you ever been accused of, investigated for or charged with the production, sale or distribution of, or illegal access to, <u>child exploitation material</u> ?	<input type="checkbox"/> No <input type="checkbox"/> Yes
f) Have you ever possessed, accessed, published or viewed <u>child exploitation material</u> ?	<input type="checkbox"/> No <input type="checkbox"/> Yes

3.6 ABUSIVE CONDUCT

Throughout this form charged indicates formal allegations made against you or allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.

a) 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, <u>harassment</u> or stalking?	<input type="checkbox"/> No <input type="checkbox"/> Yes
b) Have you ever been charged with verbal or physical <u>harassment</u> ?	<input type="checkbox"/> No <input type="checkbox"/> Yes
c) Have you ever engaged in or been accused of domestic abuse*, <u>bullying</u> , verbal abuse or violence within your family or with others?	<input type="checkbox"/> No <input type="checkbox"/> Yes

*Domestic abuse means:

Conduct in relation to a person in your family or an intimate partner and includes:

- Emotional, verbal, social, economic, psychological, spiritual, physical and sexual abuse.

For a more extensive definition of these terms refer to Appendix 1 of the [Anglican Diocese of Sydney Responding to Domestic Abuse: Policy and Good Practice Guidelines](#)

Please provide any additional notes in the space below.

Question	Note



3.7 SEXUAL CONDUCT & MISCONDUCT

The questions in this, and the following section, deal with sensitive topics around sexual history of a highly personal nature. Answering these questions may cause some applicants to experience feelings of guilt, shame, regret or distress. It is important to remember that providing a “yes” response does not automatically preclude your application from progressing. Some questions are intentionally broad in scope and the purpose is to facilitate an open and honest discussion to take place during the interview with the Diocesan representative. You may wish, for personal reasons, to leave a question blank so that you can discuss it with the Diocesan representative during the interview process.

Sometimes certain disclosures (of sexual offences or sexual misconduct involving children) could trigger reporting obligations with the Office of the Children’s Guardian (OCG) under the NSW Reportable Conduct Scheme. If this occurs you will be notified and supported while the matter is being investigated or considered for exemption from investigation.

As noted in the instructions section of this form you do not need to disclose again matters that have already been disclosed in a previous Safe Ministry Check or Confidential Lifestyle Questionnaire. The questions in this section are to be understood as asking “have you (other than as previously disclosed)...”

If you were sexually abused or assaulted, this is not considered to be “sexual contact”, “sexual activity”, “same-sex activity or relationship” or “sexual conduct” for the purposes of answering questions in this form and does not require a “yes” answer.

Throughout this form *charged* indicates formal allegations made against you or allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.

<p>a) Is there any information from your past or present that may result in allegations being made against you of <i>sexual conduct</i>* which might be regarded in this Diocese as disgraceful and inconsistent with the standards to be observed by a Christian?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>
<p>b) Have you been charged with having engaged in sexual conduct or attempted <i>sexual conduct</i>* 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)?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>

**Sexual conduct* referred to in this form includes sexually motivated interactions ranging from conversations through to sexual intercourse of any kind with a person of either the same sex or opposite sex. The context of the conduct includes physically, virtually or by any electronic means.

Please provide any additional notes in the space below.

Question	Note



3.7 SEXUAL CONDUCT & MISCONDUCT (CONTINUED)

c) Have you been charged with an offence related to sexual misconduct or sexual harassment?

No Yes

* Sexual misconduct includes:

- Abuse of power or role for sexual purposes
- Sexual conduct with a person under the age of consent (16yrs in NSW) or with an adult not competent to give consent
- Sexual assault (e.g., rape)
- Soliciting for sexual purposes.

d) Have you engaged or attempted to engage in any of the following conduct, other than with your spouse, even though never having been charged?

No Yes

- Sexual contact with a parishioner, client, patient, student, employee or subordinate or with someone for whom you had a relationship of special care.
- Sexual contact with a person under the age of consent in circumstances where you were more than 2 years older than the person.

e) Have you been involved in any same-sex activity or relationship?

No Yes

f) As an adult, have you been involved in sexual conduct outside of marriage (this includes sexual activity prior to marriage and/or extra-marital sexual conduct)?

No Yes

3.8 SEXUAL CONDUCT & MISCONDUCT: PORNOGRAPHY & SEXTING

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

No Yes

b) Have you ever viewed, read or listened to material which would be judged pornographic in this Diocese? This includes, but is not limited to, inappropriate participation in online forums or groups and through the use of social media platforms and apps.

No Yes

If **NO**: Go to 3.9, If **YES**: Please complete the following questions.

Please provide any additional notes in the space below.

Question	Note



3.8 SEXUAL CONDUCT & MISCONDUCT: PORNOGRAPHY & SEXTING (CONTINUED)

c) If you answered yes to 3.8 b), please complete the following:

i) When did you last access pornography?

ii) on average how often have you viewed/accessed pornography:

In the last 6 months?

In the last 12 months?

In the last 2 years?

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

3.9 GENERAL

a) Have you done anything else (other than already disclosed above) 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?

No Yes

If **YES**: Please provide details below:

Please provide any additional notes in the space below.

Question	Note



4 CHARACTER REFERENCES

If you hold a current licence or authority from the Archbishop and have held one or more licences or authorities for a continuous period of more than 10 years, references are not required as part of the assessment and you are not required to complete this section of the form unless directed to do so by the Archbishop or the Director of Safe Ministry. In any other case, please provide details below of 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 or 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. The Diocesan representative conducting the interview or ODSM personnel may contact the referees, at their sole discretion.

Referee One	This person must be a Senior Church Leader e.g., rector, church warden, elder.	
Title	<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: <input type="text"/>	
Name	First Name(s):	<input type="text"/>
	Surname:	<input type="text"/>
Address	Number, Street:	<input type="text"/>
	Suburb/Town, Postcode:	<input type="text"/>
	State, Country:	<input type="text"/>
Contact Details	Phone:	<input type="text"/>
	Email:	<input type="text"/>

Referee Two	This person must be a current or former employer or, if you have no work history, a current or former teacher.	
Title	<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: <input type="text"/>	
Name	First Name(s):	<input type="text"/>
	Surname:	<input type="text"/>
Address	Number, Street:	<input type="text"/>
	Suburb/Town, Postcode:	<input type="text"/>
	State, Country:	<input type="text"/>
Contact Details	Phone:	<input type="text"/>
	Email:	<input type="text"/>



4 CHARACTER REFERENCES

Referee Three	This person must be someone who knows you well, having known you for at least three years.	
Title	<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: <input type="text"/>	
Name	First Name(s):	<input type="text"/>
	Surname:	<input type="text"/>
Address	Number, Street:	<input type="text"/>
	Suburb/Town, Postcode:	<input type="text"/>
	State, Country:	<input type="text"/>
Contact Details	Phone:	<input type="text"/>
	Email:	<input type="text"/>



5 STATEMENTS

AUTHORITY FOR INFORMATION

I understand that it is the policy of the Anglican Diocese of Sydney 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 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 the Anglican Diocese of Sydney and its delegates to contact and exchange information with them.

I further hereby authorise every one of those bishops, churches and employers to inform the Anglican Diocese of Sydney and its delegates of any knowledge they may have relevant to the assessment of whether I am a suitable person to undertake ministry in the Church.

I hereby authorise my referees to provide any information relevant to my application to you and your delegates.

I also hereby authorise the person undertaking the assessment to access any and all prior Safe Ministry Checks and Lifestyle Questionnaires completed by me for the purpose of assessing whether I am a suitable person to undertake ministry in the Church.

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 Diocese of Sydney 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.

ACKNOWLEDGEMENT

I have received and read a copy of the current edition of the [Faithfulness in Service Code of Conduct of the Anglican Church Diocese of Sydney](#), and I understand that the Code applies to all clergy and church workers.

I understand that I must apply for a Working With Children Check (WWCC) through the NSW Office of the Children's Guardian 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.

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.

I acknowledge the Privacy and Confidentiality terms set out in this form that are applicable to the information I provide on this form and in connection therewith.

Signature of Applicant:

Name of Applicant:

Date:



6 STATUTORY DECLARATION

Your signature must be witnessed by a person authorised to witness a Statutory Declaration in New South Wales (such persons include a justice of the peace, a notary public, a solicitor or barrister with a current New South Wales or interstate practicing certificate, or a commissioner of the court for taking affidavits.).

This section is to be left blank and completed at the interview.

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 including previous pages initialled by me 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:

DECLARATION BY WITNESS

I,
(full name of JP/Solicitor)
a JP/Solicitor for NSW, , certify
(JP Registration number, if applicable)

- 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 the he/she had a special justification for not removing it, and
- 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 Witness:
Date:



TO BE COMPLETED BY INTERVIEWER DURING INTERVIEW

The questions were discussed with the applicant by:

Name:

Position:

Date:

The questions were answered satisfactorily, and no further action was recommended.

OR

The applicant was advised to:

Signature of Interviewer:

Signature of Applicant:

Applicant Checklist

Check once completed

- All questions are answered (*If you are unsure of a question leave it blank and complete at time of interview*).
- If you answer 'Yes' to a question, please provide an explanation in the 'notes' section.
- Bring your original photo identification to the interview as well as a photocopy for certification (*driver's licence or passport*) (*Only required if it is the first time the applicant is completing a CLQ*).
- Is police check attached? (*Must be current within the last 6 months*).
- For interstate/overseas/another denomination relocation - is letter of good standing/reference attached, dated within the last 6 months? (*if applicable - see 2.2*).
- Statutory Declaration on page 20 is left blank to be completed at interview.

Interviewer Checklist

Check once completed

- Verified copies of photo identification are attached? (*Only required if it is the first time the applicant is completing a CLQ*)
- When there is a 'Yes' answer to a question ensure an explanation is provided in the notes section (*interviewer needs to make sure the applicant completes this during the interview*);
- Is police check attached? (*if applicable - see 2.2*)
- For interstate/overseas/another denomination relocation - is letter of good standing/reference attached? (*if applicable - see 2.2*)
- Ensure last section "*To be completed by interviewer during interview*" is completed, with any comments needed and interviewer and applicant signature (*pages 21 and 22*)



TO BE COMPLETED BY ODSM

Office of the Director of Safe Ministry
PO Box Q412
QVB Post Office NSW 1230

OFFICE USE ONLY

ODSM Database:
(Date Cleared)

National Register:
(Date Cleared)

Reviewed by ODSM:
(Signature)

(Print Name)

Position: **Date:**

