

CONFIDENTIAL STATUTORY DECLARATION

ANGLICAN DIOCESE OF SYDNEY

Application for
Ordained Ministry, or appointment as a
Paid, Licensed or Authorised Church Worker

Safe Ministry Check

Name of Applicant

Role applied for

Parish or organisation of the
role applied for

To the Applicant 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 that we conduct background referencing for all persons who intend to engage in ordained and lay ministry. **This request for information is being made to comply with Anglican Diocese of Sydney policies, and not because we have any reason to believe that any applicant has in fact engaged in inappropriate conduct.**

As part of our screening process, we request you to answer a series of questions which are, of necessity, intimate in nature

Completing the form

1. 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. 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.

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 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 a word or phrase in bold print, 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 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 *Ministry Standards Ordinance 2017*.

4. Sign your initials at the bottom of every page. At the end of the form sign the declaration and ensure that your signature is witnessed by a person authorised to witness a Statutory Declaration.

Submitting the form Make sure you attach copies of the following documents:

- ☐ Photo identification (driver's licence or passport)
- ☐ Police check from State or Territory in Australia (other than NSW) (if applicable)
- ☐ Police check from overseas country (if applicable)
- ☐ Professional Standards References (if applicable)

Please return this form along with the relevant enclosures at the time of your interview.

Privacy This application is confidential.

It will be kept secure in the confidential files of the Archbishop's office, 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 (except those paragraph's marked*). If required by law, the information you supply will be made available to the applicable authority.

Working with Children Check

Number _____ Expiry Date _____ / ____ / ____

2 The Applicant

Personal details

Title ☐ Rev ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other, specify

First name(s)

Surname

Date of birth (d/m/y)

Gender ☐ male ☐ female

Marital Status

Date of Marriage

Name of Spouse

Current occupation

Current address

Number, Street

Suburb/town,
Postcode

State, Country

Previous address

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

☐ No ☐ Yes Please list all previous addresses, the most recent first.

(Please attach an additional sheet if more space is required.)

Address	From (m/y)	To (m/y)

Contact details

Home phone

Work phone

Mobile phone

Email

Previous Name/s

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

☐ No ☐ Yes Please list previous name/s.

2.1 Interstate/International Relocation

a) Are you 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) Are you 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.

2.2 Record of Ordination/Consecration

Have you ever been ordained as a deacon or a priest, or consecrated as a bishop?

☐ No Go to 2.3 ☐ Yes Please provide details below.

	Diocese	Date
Ordained as Deacon		
Ordained as Priest		
Consecrated as Bishop		

2.3 Record of Bishop's Licenses or Authorities

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

☐ No Go to question 2.3 (b) ☐ Yes Please provide details below, the most recent first.

(Please attach an additional sheet if more space is required.)

Position	Diocese	Bishop	From (m/y)	To (m/y)

(b) Have you ever made any previous application for ordination or a licence in the Diocese of Sydney or elsewhere?

☐ No ☐ Yes Please provide details below.

2.4 Record of Christian Church Membership and 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.

(Please attach an additional sheet if more space is required.)

Role	Church/Organisation	Location	Rector/Supervisor	From (m/y)	To (m/y)

2.5 Record of past employment

Please provide your employment history below, with the most recent first.

(Please attach an additional sheet if more space is required.)

Employer	Location	Position or Role	From (m/y)	To (m/y)

3 Screening 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 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 a word or phrase in bold print, please consult the Key Terms in ***Faithfulness in Service***.

3.1 General

- a) 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? ☐ No ☐ Yes

3.2 Health and Social Issues

- a) Do you have any health condition(s), which may affect your work with children, young persons, vulnerable people or people generally? ☐ No ☐ Yes
- b) Do you have a history of substance abuse including alcohol, prescription, over-the-counter, recreational or illegal drugs or have you ever used any prohibited substance? ☐ No ☐ Yes
- c) Have you ever used any prohibited drug or prohibited substance? ☐ No ☐ Yes
- d) Do you have a history of problem gambling? ☐ No ☐ Yes
- e) Have you ever participated in any occult practice? ☐ No ☐ Yes

- e) Describe your attitude to and your use of alcohol. (*Please also complete the Alcohol Use Disorders Identification Test below*)

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Question No.	Note

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	
Source: World Health Organisation, 1992					Total	

3.3 Criminal and Other Offences and Professional Misconduct

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 any 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 association, community association, sports club, employer, educational institution, training program, church or any other body.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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

3.4 Licences

a)	Has your licence to drive a motor vehicle ever been revoked or suspended?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
b)	Have you ever had a licence to own firearms refused or revoked?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

* 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.

Question No.	Note

3.5 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 charged* with an offence under the taxation laws?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
c)	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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
d)	Have you ever been accused of or investigated for suspected misappropriation or mishandling of funds?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

3.6 Child Protection

a)	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? Child abuse' means: <ul style="list-style-type: none"> 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 the conduct includes personally, virtually or by any electronic means.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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 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 charged* with the production, sale or distribution of, or illegal access to child exploitation material ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
f)	Have you ever possessed, accessed, published or viewed child exploitation material ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Question No.	Note

3.7 Abusive Conduct

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

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* which can be found at <https://safeministry.org.au/wp-content/uploads/2017/11/Responding-to-Domestic-Abuse.Policy-And-Guidelines.Synod2017.full-resources.pdf>

3.8 Sexual Conduct and Misconduct

a)	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?	<input type="checkbox"/> No <input type="checkbox"/> Yes
b)	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)? '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.	<input type="checkbox"/> No <input type="checkbox"/> Yes
c)	Have you ever been charged* with having engaged in sexual conduct with persons under the legal age of consent?	<input type="checkbox"/> No <input type="checkbox"/> Yes
d)	Have you ever been charged* with an offence related to sexual misconduct? 'Sexual misconduct' includes: ▪ abuse of power or role for sexual purposes ▪ sexual conduct with a person under the age of consent or with an adult not competent to give consent ▪ sexual assault (e.g. rape) ▪ soliciting for sexual purposes.	<input type="checkbox"/> No <input type="checkbox"/> Yes
e)	Have you ever been charged* with an offence related to sexual harassment ?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Question No.	Note

3.8 Sexual Conduct and Misconduct (continued)

f)	Have you ever engaged in any of the following conduct, even though never having been charged*?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	<ul style="list-style-type: none"> ▪ sexual contact with a parishioner, client, patient, student, employee or subordinate (other than with your spouse) ▪ 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. 		
g)	Have you been involved in any homosexual activity or relationship?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
h)	Have you been involved in sexual conduct outside of marriage?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

3.9 Sexual Conduct and Misconduct – Pornography & Sexting

a)	Have you ever been involved with the production, sale or distribution of, or illegal access to pornographic materials?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
b)	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 online forums and groups and through the use of social media platforms and apps.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
c)	If you answered 'yes' to Q.3.9 (b), please complete the following, if you answered no to Q3.9(b) proceed to Q.3.9(d):		
	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?		

Question No.	Note

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- d) Have you ever sent sexually suggestive or explicit images of yourself to another person who is not your spouse, or requested such images from another person or have you ever **distributed*** such images. ☐ No ☐ Yes

* **distribute** includes:

- (a) send, supply, exhibit, transmit or communicate to another person, or
(b) make available for viewing or access by another person,
whether in person or by electronic, digital or any other means.

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- e) If you answered Yes to Q 3.8 (d) was the person you sent images to or requested images from a person under the age of 18 years at the time? ☐ No ☐ Yes
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Question No.	Note

4 Character References

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.

REFEREE 1		
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
	First name	
	Surname	
	Number, Street	
	Suburb/Town, Postcode	
	State, Country	
	Home phone	
	Mobile phone	
	Email	
REFEREE 2		
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
	First name	
	Surname	
	Number, Street	
	Suburb/Town, Postcode	
	State, Country	
	Home phone	
	Mobile phone	
	Email	
REFEREE 3		
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
	First name	
	Surname	
	Number, Street	
	Suburb/Town, Postcode	
	State, Country	
	Home phone	
	Mobile phone	
	Email	

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 for to undertake ministry in the Church.

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

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

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

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 (<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.

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.

Signature of applicant

Name of applicant (print)

Date

6 Statutory Declaration

Please initial each page of the document. Your signature must be witnessed by a person authorised in this jurisdiction to witness a Statutory Declaration. The witness is not required to read the document.

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 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 _____

Declared at _____

Date _____

Signature of Witness _____

Name of Witness (print) _____

Address of Witness _____

Title/Office held _____

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)

OFFICE USE ONLY

☐ ID sighted

☐ ID approved

☐ ID not approved

Office Use Only

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