



ANGLICAN  
DIOCESE OF  
SYDNEY



# Confidential Lifestyle Questionnaire

## Safe Ministry Check for Ministers:

Applicants for Ordination, Licensed Ministers or  
authorised Lay Ministers

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Name \_\_\_\_\_

Role (including Ordination  
Candidacy if applicable) \_\_\_\_\_

Parish or organisation (if  
applicable) \_\_\_\_\_

Office use:	
<input type="checkbox"/> Registry	<input type="checkbox"/> Lay
	<input type="checkbox"/> Clergy
<input type="checkbox"/> MT&D	<input type="checkbox"/> Deacon Candidate
	<input type="checkbox"/> Presbyter Candidate

**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 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.

The Safe Ministry Check will be used to assess your suitability to hold a licence or authority from the Archbishop for ministry in the Diocese of Sydney. If you are not willing to complete this confidential lifestyle questionnaire you should contact the person who asked you to complete it.

As part of the application process, we request you to 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 already 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 pertains to your lifestyle and conduct **since** the completion of the earlier questionnaire, **except** for any matters not previously disclosed that occurred prior to the time of completing the earlier questionnaire that you now consider ought to be disclosed.

### 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 you are unsure how to answer a question you can leave the response blank and this will be completed during the interview. 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 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 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 when signing this form you are in the presence of the Diocesan representative conducting the interview. If necessary, you can arrange with the interviewer to sign the form in the presence of a Justice of the Peace or other approved person to witness the Statutory Declaration.

**Confidentiality and 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 personal 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 on his behalf), the Director will provide the Archbishop (or Assistant Bishop) with a report outlining the concerns. The Archbishop (or Assistant Bishop) may also be provided with the 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 Registrar in the context of issuing the licence or authority.

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 Diocesan Services (SDS) Privacy Policy, which is available on the SDS website ([www.sds.asn.au](http://www.sds.asn.au))

**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.

**Support**

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.

**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)*
- For interstate/overseas relocation - is police check attached? *(if applicable – see Q.2.1)*
- For interstate/overseas/another denomination relocation - is letter of good standing/reference attached? *(if applicable – see Q.2.1)*
- Statutory Declaration on page 16 to be left blank and completed at interview;

**Please bring this form along with the relevant attachments at the time of your interview.**

## 2 The Applicant

**Personal details**

Title  Rev  Mr  Mrs  Miss  Ms  Other, specify

**Legal name**

First Name(s):

Surname:

Date of Birth:

Gender:  Male  Female

Marital Status:

Date of Marriage;

Name of Spouse:

Your Current Occupation:

**Current address**

Number, Street:

Suburb/Town  
and Postcode:

State, Country:

**Contact details**

Mobile Phone:

Email:

**Working with  
Children Check**

Number:

Expiry Date:

**Safe Ministry  
Training**

**Complete the following details of your most recent Safe Ministry Training course:**

Name of course:

Date of completion:

Certificate Code  
(if supplied):

Issuing Diocese or  
organisation:  
(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.*

**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.

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**Previous address** i. Have you ever resided or worked in any other Australian State or Territory, or in another country?  
 ii.  No  Yes Please list all previous addresses, the most recent first.  
 iii. (Please attach an additional sheet if more space is required.)

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

## 2.1 Relocation to the Diocese of Sydney

a) Are you moving from interstate or another diocese or denomination to work in the Diocese of Sydney?

No  Yes

If 'yes':

- you are required to obtain and provide a current police check from the State or Territory from where you are relocating. 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 (eg., previous Rector/Senior Minister, Diocesan Bishop etc.)

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/>.

b) Are you coming to Australia from another country in order to work in the Diocese of Sydney?

No  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. 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 (eg. 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](mailto:support@crimcheck.org.au).

## 2.2 Record of Ordination/Consecration

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

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

	Diocese	Date
Ordained as Deacon		
Ordained as Presbyter		
Consecrated as Bishop		

## 2.3 Record of Bishop's Licences 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, a licence or lay authority in the Diocese of Sydney or elsewhere?

No       Yes - Please provide details below

Details:

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## 2.4 Record of 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. Do not include any church employment positions listed at 2.4 above.  
 (Please attach an additional sheet if more space is required.)

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



### 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 footnote 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 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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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#### 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?	<input type="checkbox"/> No	<input type="checkbox"/> 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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
c)	Do you have a history of problem gambling?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
d)	Have you ever participated in any occult practice?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

e) Describe your attitude to and your use of alcohol. *(Please also complete the Questionnaire on page 10)*

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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 standard 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 expressed concerned about your drinking or suggested you cut down?	No		Yes, but not in the last year		Yes, during the last year	
<i>Source: Adapted from World Health Organisation, 2001</i>						
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.	No	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

### 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 form **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 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

### 3.6 Child Protection

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? <b>Child abuse</b> means: <ul style="list-style-type: none"> <li>▪ the following conduct in relation to a child:  <b>bullying; emotional abuse; harassment; neglect; physical abuse; sexual abuse; spiritual abuse; grooming;</b> 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</li> <li>▪ the possession, production or distribution of <b>child exploitation material</b>.</li> </ul> The context of this 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 <b>child exploitation material</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
f)	Have you ever possessed, accessed, published or viewed <b>child exploitation material</b> ?	<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?  No  Yes
- b) Have you ever been charged\* with verbal or physical **harassment**?  No  Yes
- c) Have you ever engaged in or been accused of domestic abuse\*, **bullying**, verbal abuse or violence within your family or with others?  No  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](#)

### 3.8 Sexual Conduct and 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.

As noted on page 2, 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 as a child, 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.*

- a) Is there any information from your past or present that may result in allegations being made against you of sexual conduct\* 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?  No  Yes

\***Sexual conduct** includes sexually motivated touch and conversation 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.

- b) Have you 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)?  No  Yes

Question No.	Note

**3.8 Sexual Conduct and Misconduct (continued)**

c) Have you been charged\* with an offence related to **sexual misconduct**?  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.

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d) Have you been charged\* with an offence related to sexual **harassment**?  No  Yes

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e) Have you 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 with your spouse)
- sexual contact with a person under the age of consent

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f) Have you been involved in any same-sex activity or relationship?  No  Yes

*If you were sexually abused as a child, 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.*

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g) 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

*If you were sexually abused as a child, 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.*

**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?  No  Yes

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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 or groups and through the use of social media platforms and apps.  No  Yes

Question No.	Note

**3.9 Sexual Conduct and Misconduct – Pornography & Sexting** (continued)

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 6 months? \_\_\_\_\_

In the last 12 months? \_\_\_\_\_

In the last 2 years? \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

e) If you answered Yes to Q 3.9 (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

Question No.	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 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	
	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	
	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	
	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.*

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

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**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.*

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**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 (<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.*

*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.*

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**Signature of applicant**

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**Name of applicant**

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**Date**

## 6 Statutory Declaration

Please initial each page of this form in the space provided.

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.)

**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**

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**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**

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**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 required.

OR

The applicant was advised to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Interviewer \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

- Interviewer Checklist**        Verified copies of photo identification are attached?  
*Check once completed*        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*);  
       For interstate/overseas relocation - is police check attached? (*if applicable – see Q.2.1*)  
       For interstate/overseas/another denomination relocation - is letter of good standing/reference attached? (*if applicable – see Q.2.1*)  
       Statutory Declaration to be completed during interview; (*and each page initialled*)  
       Ensure last section "To be completed by interviewer during interview" is completed, with any comments needed and interviewer and applicant signature (*pages 16 and 17*)

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

**Office Use Only**

<b>ODSM Database</b> <i>Date cleared</i> -----	<b>National Register</b> <i>Date cleared</i> -----
<b>Reviewed by ODSM</b> <i>Signature</i> -----	<b>Date</b> -----
<i>Print name</i> -----	<b>Position</b> -----