

St Judes Anglican Church Bowral
VOLUNTEER APPLICATION FORM

(Based on Diocesan Professional Standards Unit form)

This application is to be completed by all volunteers within the parish who will be working with children and/or young people (0-18 years). It will be kept indefinitely with the confidential Safe Ministry records.

Surname: *(Please print)* Christian names:

Date of Birth: Male Female Title: *(Mr, Mrs, Ms, Dr etc)*

Postal Address:

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Phone numbers: Home: Work: Mobile:

Occupation: Email:

Ministry position sought:

Are you continuing as an approved volunteer? Yes No If "yes" fill in Part B only.

Are you a new volunteer? Yes No If "yes" fill in Parts A and B.

Will you be working as a Special Religious Education Teacher? Yes No If "yes" you need to fill in this form plus an additional form available from the church office.

PART A

(to be completed by new applicants only)

What experience and training have you had relevant to the ministry you are seeking, including any formal qualifications that you may have attained?

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What experience have you had in dealing with children and/or youth? *(give details)*

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Have you ever been acquitted of a charge of an offence against a child, had a charge of an offence against a child not proceed, had a prohibited status under applicable child protection legislation lifted, or been the subject of Church disciplinary proceedings involving child abuse? Yes No

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Is there any aspect of your life that might be of concern to the church in approving your application to work with children? Yes, I would like to discuss a matter privately with the Senior Minister. No

Is there any other information that you think is relevant to this application?

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Referees

Please list names, postal addresses, email addresses and phone numbers for the following referees:

1. A licensed minister, home group leader, parish councillor or church warden

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2. A present employer, previous employer or school/college teacher (or another from category "1" above)

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3. Someone who knows you well, other than an immediate family member

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Surname: (Please print) Christian names:

PART B**(to be completed by both new applicants and continuing volunteers)****New Working with Children Check**

If you are 18 years or older, before you may work with children you must obtain a clearance number from the Office of the Children's Guardian, a government agency. (*People under 18 are exempt, but once they turn 18 they must obtain a clearance number.*) Fill out an online application form at www.newcheck.kids.nsw.gov.au. If you cannot access the online form, call (02) 9286 7219 and a Customer Support Officer will assist you. Fact Sheet 16 on the web site describes in detail how to apply. On the form, the sector category to tick is "Religious Services." Because you are a volunteer, there are no fees involved. When you have completed the application form, you will receive an application number by email or post. Take this application number and proof of your identity (eg, driver's licence) to a NSW Motor Registry. As a volunteer, you will not have to pay the \$80 fee applicable to church employees. The Motor Registry will verify your identity and get your "Check" started. After a couple of days or so you should be informed of the outcome by email or by post. If you are cleared to work with children, you will receive your Working With Children Check Number. Fill in this number and its expiry date on this application. St Judes Anglican Church is registered to verify this number online and must do so before you may work with children. If you are barred from working with children, you should seek advice from the Senior Minister or the Professional Standards Unit in the Anglican Diocese of Sydney.

New Working with Children Check Number: Expiry Date:

Diocesan Training Requirements:

Before you may work with children, you are required to complete the *Safe Ministry Training Course Essentials* the *Junior Course* or the *Refresher Course*. If more than 3 years have elapsed since your last training course, you need to complete a Refresher Course. Please record your latest course completion date(s) below and where you completed it.

Part A date: location: Part B date: location:
 Refresher date: location: Junior Course date: location:

Importance of a Christian Example in a Safe Ministry Environment for Children

St Judes does not expect you to be perfect to work with children, but it does expect you to be a Christian who exemplifies the positive and transforming power of the gospel in your life. You must be committed to providing a safe ministry environment for children as discussed in your training courses. You are unacceptable as a volunteer to work with children if you, for example, watch child pornography, engage in any act that could be regarded as paedophilia, use illicit drugs, drink alcoholic beverages to excess, or drive a car in a reckless manner when transporting children.

Declaration by adult applicant 18 years of age and older

By signing this application I declare my commitment to provide a safe ministry to children and young people in church-related activities. I am aware of Christ's concern for children and his warning to those who put a stumbling block in the way of a child. I declare that the information given on this application form is correct.

Signed: Date:

Declaration by applicant under 18 years of age

I have never been convicted of, charged with or accused of sexual abuse of a child or young person.

By signing this application I declare my commitment to provide a safe ministry to children and young people in church-related activities. I am aware of Christ's concern for children and his warning to those who put a stumbling block in the way of a child. I declare that the information given on this application form is correct.

Signed: Date:

Consent given by Parent/Guardian if the applicant is under 18 years of age

Name of parent/guardian:

Signed: Date:

Surname: (Please print)

Christian names:

OFFICE USE ONLY**(a) New Working With Children Check:**

Clearance number and expiry date verified by: on(date)

Church database updated by:on(date)

Reason for exemption from check (if applicable):

Date barred (if applicable):

*(If a person is barred they must cease to be involved in child-related ministry immediately and the Professional Standards Unit notified.)**(Note that a clearance number is valid for 5 years and then must be renewed. If a volunteer moves into paid ministry they must re-apply for a check and pay the \$80 fee.)***(b) Safe Ministry Training**

Part A completed on(date) Part B completed on(date)

Refresher course completed on(date)

Church database updated by:on(date)

(c) Safe Ministry Policy Checks*(Required for all children's ministry positions. See 12(c)(1)-(v) of Safe Ministry Policy: <http://www.psu.anglican.asn.au/index.php/p2/parishpolic>.**iv. Background reference checking is undertaken with at least one known person in the applicant's immediate past who has some knowledge of working with children.**v. When background checking, the role that the applicant is being considered for should be described. The referee should be asked: "Is the person suitable to work with children? Is there anything we need to know?"*Within the past year, has the applicant ever lived in another Australian State? Yes, in..... NoWithin the past year, has the applicant ever lived in another country? Yes, in..... NoOutcome of Safe Ministry Policy Checks: Clearance Matters of concern*(If matters of concern, refer to both Senior Minister and Professional Standards Unit.)*

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Reference/screening check completed byon(date)

Church database updated by:on(date)

(d) Church Database Register of Approved Volunteers who may Work with Children*(For adults: following completion of (a), (b) and (c) above. For minors under 18: following completion of (b) and (c) above. The church database will automatically generate this register of approved volunteers. If ever the database is inaccessible and an approval based on written records needs to be given, this should be noted below.)*

Approval based on written records given by (if applicable):on(date)

 Email or letter sent to approved volunteer by:on(date)**(e) Special Religious Education (SRE) Teachers**

Additional SRE application form completed and submitted on(date)

Church database updated by:on(date)

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