

Safe Ministry Screening Questionnaire

For staff and volunteers aged 18 and over

Please Note: This is a **sensitive** document that will be stored in a confidential manner accessible only by a limited number of authorised persons.

Personal Details

Surname:		
Given Names:		
Previous Name/s: (If applicable)		
Date of Birth:		
Male	Female	
Address:		
Phone		
Email		
WWCC Number: (if required)		

Medical Conditions

Please outline any medical conditions that may affect your role.

Name: _____

Please answer either “YES” or “NO” for each of the following questions. If you answer “yes” to any of the following questions, please attach written details when returning this form, or discuss with the Lead Pastor or the person holding an equivalent leadership role in your church. **A ‘yes’ answer will not automatically rule an applicant out of selection.**

Please note that, if you disclose any potentially criminal actions, the church may need to report this information to the police or other relevant government authorities.

For all staff and volunteers

1. Have you ever been charged with or convicted of a criminal offence?	Yes	No
2. As an adult (18+ years) have you ever engaged in any of the following conduct:		
• sexual contact with someone under your care other than your spouse (such as a parishioner, client, patient, student, employee or subordinate)	Yes	No
• use, possession, production or distribution of child abuse material?	Yes	No
• sexual contact with a person under the relevant age of consent	Yes	No
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?	Yes	No
4. 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, stalking, etc?	Yes	No
5. Have you had a history of alcohol abuse or substance abuse (including prescription, over-the-counter, recreational or illegal drugs)?	Yes	No
6. <i>If the ministry role may involve driving:</i> has your driver's licence ever been revoked or suspended?	Yes	No

Additional Questions

For staff and volunteers in pastoral ministry, leadership or engaged in child-related work or work with vulnerable adults

7. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country?	Yes	No
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IMPORTANT: If you answered **yes** to questions 1 – 7 on this page (p2), please attach details when returning this document.

Name: _____

Past Churches

CHURCHES YOU HAVE ATTENDED REGULARLY IN THE PAST 3 YEARS

Name of church	Location	When (Month/Year)	Any positions held

Referees

Please provide details of two referees who are over eighteen years of age and able to give a verbal report on your character and suitability for ministry. Referees may be attendees of the church.

Referee 1	Name:	Phone:
Email:		
Referee 2	Name:	Phone:
Email:		

Consent

WORKING WITH CHILDREN CHECK AND/OR NATIONAL POLICE CHECK

I consent to:

- ☐ verification of my WWCC number (if required)
- ☐ a National Police Check (for staff only)

CONSENT TO HOLD INFORMATION

☐ I consent to the information contained in this application, including any subsequent pages, to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening purposes.

DECLARATION

I, _____ sincerely declare that:

- The information I have provided in this application is true and correct to the best of my knowledge and belief.
- I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church leadership may determine that I am unsuitable to serve in any role in the Church.
- I have received a copy of the *Code of Conduct* and am willing to uphold it.

Applicant's signature: _____

Date: _____

Church Office Use Only

CSS Training Undertaken		Date:
WWCC No. Supplied		Expiry Date
WWCC Verified By		Date
Signed Code of Conduct Received By		Date
Entered onto Safe Church Register by:		Date
Referee Checks Conducted by		Date
Volunteer Endorsement* by		Date
Induction led by		Date

**Volunteers must be endorsed by a member of pastoral staff, the Eldership, or Safe Church Team*

. Full records of the above processes (including interview notes, referee check comments and induction content) should be kept in the relevant individual's personnel file.