



## Safe Ministry Screening Questionnaire

For staff and volunteers aged 18 and over

Please Note: This is a **sensitive** document that must 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 / WWVP Number (if required): .....

Do you have any health conditions that we should know about?

.....  
.....

**Please circle either “YES” or “NO” for each of the following questions.**

If you answer “yes” to any of the following questions, please give details on a separate page or discuss with the Senior 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.

<b>For all staff and volunteers</b>	
1. Have you ever been charged with and/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. (if the ministry role may involve driving) Has your driver’s licence ever been revoked or suspended?	Yes / No

**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ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country?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
8. Has a child or dependent young person in your care ever been removed from your care by relevant authorities?	Yes / No

**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 part of the church.

**Referee 1**

Name: ..... Phone: .....

**Referee 2**

Name: ..... Phone: .....

**WORKING WITH CHILDREN CHECK AND/OR NATIONAL POLICE CHECK**

I consent to:

- verification of my WWCC number (in NSW, 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 Use Only		
Interview led by:		Date:
CCS Training Undertaken	Yes / No	Date:
WWCC number supplied	Yes / N/A	Expiry date:
WWCC verified by:		Date:
Signed Code of Conduct received by:		Date:
Entered into Safe Church Register by:		Date:
Referee Checks conducted by:		Date:
Volunteer Endorsement by (1):		Date:
Induction led by:		Date:
<p>(1) Volunteers must be endorsed by a member of pastoral staff, Elders or Safe Church Team</p> <p>Full records of the above processes (including interview notes, referee check comments and induction content) should be kept in the relevant staff and volunteer administration file.</p>		