



**ANGLICAN CHURCH OF AUSTRALIA**

**SAFE MINISTRY CHECK**

**<INSERT NAME OF DIOCESE, PARISH OR CHURCH ORGANISATION>**

**REFEREE'S SCREENING QUESTIONNAIRE**  
**FOR ORDINATION CANDIDATES, CLERGY AND PAID CHURCH WORKERS**

**CONFIDENTIAL APPLICATION FOR MINISTRY**

**PERSONAL DETAILS OF PERSON APPLYING FOR MINISTRY:**

**Title:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Christian Names:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**PERSONAL DETAILS OF REFEREE:**

**Title:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Christian Names:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone No:** \_\_\_\_\_ **Work Phone No:** \_\_\_\_\_

**Mobile Phone No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## Referee's Screening Questionnaire For Ordination Candidates, Clergy and Paid Church Workers

### Reference request for <INSERT NAME>

The Anglican Church of Australia has established standards of conduct for Church workers in order 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 in Australia. **This request for information is being made to comply with Anglican Church of Australia policies, and not because we have any reason to believe that the applicant has in fact engaged in inappropriate conduct.** What follows is our Screening Questionnaire for those who intend to carry out ordained and paid lay ministry in Australia.

As part of this process, we request persons named as referees to answer a series of questions which are, of necessity, intimate in nature. If you do not understand the question or would like to discuss your answer further, please feel free to call <INSERT NAME>. The completed questionnaire should be sent directly to the address below and will be kept secure in our confidential files, 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. Where required by law, the information you supply will be produced.

Please answer each question to the best of your knowledge. If you are unfamiliar with an area raised in the question, please say so and go on. If you have no knowledge of this person and/or have no access to records, you may so state on page 3, sign and return the form.

Please note. We do not interpret an adverse answer to a question as a charge of professional misconduct. Each Diocese in Australia provides a formal process for making such a charge.

A 'yes' answer to a question will not automatically rule the applicant out of selection.

Thank you for your time.

Yours

<INSERT NAME>

Please return this Questionnaire in the enclosed, stamped, pre-addressed envelope directly to:

<INSERT NAME AND ADDRESS>

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## REFEREE'S SCREENING QUESTIONNAIRE FOR ORDINATION CANDIDATES, CLERGY AND PAID CHURCH WORKERS

Please answer each question by ticking one response. If you have had no opportunity to gain the knowledge required by a particular question or there is no record on file tick "don't know". If you give an adverse answer to any of the following questions, please indicate the question number, provide relevant information regarding your response and indicate current status of the issue(s) if any. Any adverse information will not automatically rule an applicant out of selection.

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.

- In what capacity have you known this person and for how long (include dates)?  

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- If you have no knowledge of this person and/or have no access to records state so here and sign the Declaration on the last page.  

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1. To the best of your knowledge, has this person ever, since the age of eighteen, been known by any name other than the one given above?  
**Yes**  **No**  **Don't know**
2. To the best of your knowledge, has this person ever had any health problem(s), including alcohol or drug abuse, which may affect their work with children or young persons?  
**Yes**  **No**  **Don't know**
- 3a. To the best of your knowledge, has this person ever had disciplinary action of any sort taken against them by a licensing board, professional or community association, employer, educational institution, Church or any other body?  
**Yes**  **No**  **Don't know**
- 3b. To the best of your knowledge, has this person ever had charges\* made against them that did not result in discipline?  
**Yes**  **No**  **Don't know**
- 3c. To the best of your knowledge, does this person have charges\* pending against them before any of the above-named bodies?  
**Yes**  **No**  **Don't know**
4. To the best of your knowledge, has this person ever been convicted of a criminal offence?  
**Yes**  **No**  **Don't know**
5. To the best of your knowledge, has this person ever been charged\* with a criminal offence?  
**Yes**  **No**  **Don't know**
6. To the best of your knowledge, has this person ever been asked to resign or been terminated by a training program, employer or Church body?  
**Yes**  **No**  **Don't know**

7. To the best of your knowledge, has this person ever had permission to undertake paid or voluntary work with children refused, suspended or withdrawn in Australia or any other country?

**Yes**  **No**  **Don't know**

8a. To the best of your knowledge, has this person ever had a civil suit brought against them arising out of alleged professional misconduct, or is any such pending?

**Yes**  **No**  **Don't know**

8b. To the best of your knowledge, has this person ever had professional indemnity insurance declined, suspended or revoked for any reason?

**Yes**  **No**  **Don't know**

9. To the best of your knowledge, has this person ever been charged\* with having engaged in sexual conduct or attempted sexual conduct with a person with whom they had a pastoral or professional relationship (e.g., a parishioner, a client, a patient, an employee, a student, a subordinate)?

**Yes**  **No**  **Don't know**

Sexual conduct includes sexually motivated touch and conversation through to sexual intercourse of any kind.

10. To the best of your knowledge, has this person ever been charged\* with having engaged in sexual conduct with persons under the legal age of consent?

**Yes**  **No**  **Don't know**

11. To the best of your knowledge, has this person ever been charged\* with the production, sale or distribution of, or illegal access to pornographic materials?

**Yes**  **No**  **Don't know**

12. To the best of your knowledge, has this person ever been charged\* with an offence related to sexual misconduct?

**Yes**  **No**  **Don't know**

- Sexual misconduct includes:
- abuse of power or role for sexual purposes
- sexual conduct with a person under the age of consent or an adult incompetent to give consent
- sexual assault (e.g., rape)
- soliciting for sexual purposes
- an offence related to pornography or public indecency (e.g., indecent exposure)

13. To the best of your knowledge, has this person ever been charged\* with an offence related to sexual harassment?

**Yes**  **No**  **Don't know**

- Sexual harassment includes:
- sexual advances
- requests for sexual favours
- sexually motivated physical contact
- verbal or physical domination of a sexual nature

14. To the best of your knowledge, has this person ever engaged in any of the following conduct, even though never having been charged\*?

- sexual contact with a parishioner, client, patient, student, employee or subordinate
- sexual contact with a person under the age of consent
- illegal use, production, sale or distribution of pornographic materials
- conduct likely to cause harm to a child or young person, or to put them at risk of harm

**Yes**  **No**  **Don't know**

15. To the best of your knowledge has this person ever been charged\* with verbal or physical harassment?

**Yes**  **No**  **Don't know**

16. To the best of your knowledge, does this person have a history of alcohol abuse?

**Yes**  **No**  **Don't know**

17. To the best of your knowledge, does this person have a history of drug abuse with prescription, over-the-counter, recreational or illegal drugs?

**Yes**  **No**  **Don't know**

18. To the best of your knowledge, does this person have a history of problem gambling?

**Yes**  **No**  **Don't know**

19. To the best of your knowledge, has this person ever been charged\* with any offence related to cruelty to animals?

**Yes**  **No**  **Don't know**

20. To the best of your knowledge, has this person ever been charged\* with a traffic offence which required them to attend court?

**Yes**  **No**  **Don't know**

21. To the best of your knowledge, has this person ever had a driver's licence revoked or suspended?

**Yes**  **No**  **Don't know**

22. To the best of your knowledge, has this person ever had an apprehended violence order, order for protection or the like issued against them as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?

**Yes**  **No**  **Don't know**

23. To the best of your knowledge, has this person ever had a licence to own firearms refused or revoked?

**Yes**  **No**  **Don't know**

24. To the best of your knowledge, has this person ever had a child or dependent young person in their care (as a parent or in any other capacity) removed from their care, or been the subject of a risk assessment by the authorities?

**Yes**  **No**  **Don't know**

25. To the best of your knowledge, has this person ever been charged\* with misappropriating funds, or otherwise breaching fiduciary duties in any capacity?

**Yes**  **No**  **Don't know**

26. To the best of your knowledge, has this person ever been charged\* with an offence under the taxation laws?

**Yes**  **No**  **Don't know**

27. To the best of your knowledge, has this person ever had an order made against him or her or entered into a composition with creditors or an assignment for the benefit of creditors under the Bankruptcy Act or ever had an order made against him or her under any Act regulating corporations?

**Yes**  **No**  **Don't know**

28. To the best of your knowledge, has this person ever done anything in the past or present that may result in allegations being made against them of child abuse?

**Yes**  **No**  **Don't know**

Child abuse means:

- bullying;
- emotional abuse;
- harassment;
- neglect;
- physical abuse; or
- sexual abuse.

29a. If you were an employer, is there any reason why you would not employ this person?

**Yes**  **No**  **Don't know**

29b. Is there any reason why you would not leave your children in the care of this person?

**Yes**  **No**  **Don't know**

29c. Is there any reason why you would not regard this person as suitable to hold the position for which they have applied?

**Yes**  **No**  **Don't know**

30. In your opinion, is this person able to work with others?

**Yes**  **No**  **Don't know**

31. In your opinion, is the person suited for work with children?

**Yes**  **No**  **Don't know**

32. Would you like an opportunity to speak with the Bishop or a member of the Selection Panel?

**Yes**  **No**  **Don't know**

I 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.

Referee's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Referee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Declared at: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_