

**CONFIDENTIAL QUESTIONNAIRE
CLERGY/DIOCESAN LAY WORKER**

Please tick either “**yes**” or “**no**” for each question. If the answer to any of the following questions is “yes”, please indicate the question number, provide relevant information regarding your response and indicate current status of the issue(s) if any. 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 Diocesan Lay Worker could result in church disciplinary action being taken against you if allegations or information come to light subsequent to your ordination or licensing. Disclosed conduct which could be child abuse or a serious sexual offence must be specifically considered by the Archbishop and his advisors under the Church Discipline Ordinance 2002.

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.*

General

1. Have you made any previous application for ordination or licence in the Diocese of Sydney or elsewhere?
Yes No
2. Have you ever, since the age of eighteen, been known by any name other than the one given above?
Yes No
3. Have you done anything likely to affect adversely your reputation and character or that might affect your fitness to be ordained or to hold a licence or authority from the Archbishop?
Yes No

Child Protection

4. Is there any information from 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?
Yes No
5. Do you have any health problem(s), including alcohol or drug use, which may affect your work with children or young persons?
Yes No
6. So far as you are aware, have you ever been the subject of an investigation by the police, Department of Community Services, any Child Protection Authority, employer or other proper authority?
Yes No
7. So far as you are aware, have you ever been the subject of an investigation concerning your care of or your behaviour towards or in the presence of children or young persons?
Yes No
8. Have you ever had an accreditation to work with children refused, suspended or withdrawn in Australia or any other country?
Yes No
9. 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?
Yes No

Employment, Volunteer or Professional Conduct

- 10. a. Has disciplinary action of any sort ever been taken against you by a licensing board, professional or community association, employer, educational institution, church or any other body?
Yes No
- b. Have there been written complaints against you that did not result in discipline?
Yes No
- c. Are there complaints pending against you before any of the above-named bodies?
Yes No
- 11. Have you ever been asked to cease volunteer work, resign or had your employment terminated by a voluntary association, training program, employer, church or any other body?
Yes No
- 12. a. Have you ever had a civil suit brought against you arising out of alleged professional misconduct, or is any such pending?
Yes No
- b. Have you ever had professional indemnity insurance declined, suspended or revoked for any reason?
Yes No

Criminal Conduct

- 13. Have you ever been convicted of a criminal offence?
Yes No
- 14. Have you ever been charged with a criminal offence?
Yes No
- 15. Have you ever been charged with any offence related to cruelty to animals?
Yes No
- 16. Have you ever been charged with a traffic offence which required you to attend court?
Yes No
- 17. Has your driver's licence ever been revoked or suspended?
Yes No
- 18. 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
- 19. Have you ever had a licence to own firearms refused or revoked?
Yes No

Personal Conduct

- 20. Have you ever used any prohibited drug or prohibited substance?
Yes No
- 21. Have you ever participated in any occult practice?
Yes No
- 22. Describe your attitude to and your use of alcohol. *(Please also complete Annex A on page 9)*

23. Do you have a history of alcohol abuse?
Yes No
24. Do you have a history of drug abuse with prescription, over-the-counter, recreational or illegal drugs?
Yes No
25. Do you have a history of a problem with gambling?
Yes No

Sexual Conduct

26. 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?
Yes No
27. Have you been involved in a homosexual relationship?
Yes No
28. Have you been involved in a sexual relationship outside of marriage?
Yes No
29. Have you ever been charged with having engaged in sexual conduct with persons under the legal age of consent?
Yes No
30. 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 Internet chat rooms.
Yes No
31. Have you ever been charged with the production, sale or distribution of, or illegal access to pornographic materials?
Yes No
32. Have you ever been charged with an offence relating to sexual misconduct?
Yes No
Sexual misconduct includes:
- *abuse of power or role for sexual purposes*
 - *not only sexual intercourse but also intentional touching and sexual conversation of any kind with a person in a pastoral or professional relationship (e.g., a parishioner, client, patient, employee, student, subordinate)*
 - *not only sexual intercourse but also intentional touching and sexual conversation of any kind 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).*
33. Have you ever been charged with an offence related to sexual harassment?
Yes No
Sexual harassment includes:
- *sexual advances*
 - *requests for sexual favors*
 - *sexually motivated physical contact*
 - *verbal or physical domination of a sexual nature*
34. Have you 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

STATUTORY DECLARATION

I _____
of _____

do solemnly and sincerely declare that:

- (1) The information I have provided in this application including the previous pages initialled by me and the information contained in any documents accompanying this application and signed by me are true and correct to the best of my knowledge and belief;
- (2) I have received a copy of the current edition of the Code of Conduct of the Anglican Church Diocese of Sydney;
- (3) I understand that the Code applies to all clergy and church workers;
- (4) 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;
- (5) I authorise the Archbishop or his delegate to contact and exchange information provided with any institution or persons in an endeavour to verify any information provided in support of my application.

Applicant's signature: _____ Date: ____ / ____ / ____
 Declared at: _____ this _____ Day of _____ 20 ____
 Before me: _____
 Title / Office held: _____
 Signature: _____

Your signature must be witnessed by a person authorised to witness a Statutory Declaration.

APPLICANT: Please bring the questionnaire along with you to the interview.

INTERVIEWER: PLEASE TURN TO PAGE 9 AND COMPLETE DURING INTERVIEW

Annex A

The Alcohol Use Disorders Identification Test : Self-Report Version

Please circle one box for each question that best describes your answer to each question

Questions	0	1	2	3	4	
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 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 been concerned about your drinking or suggested you cut down?	No		Yes, but not in the last year		Yes, during the last year	
					Total	

Source: World Health Organisation, 1992

Office Use Only
(To be completed by Interviewer during Interview)

The questions were discussed with the applicant by

Name: (Please print)

Position: (Please print)

____ / ____ / ____
Date:

The questions were answered satisfactorily and no further action was required.
or

The applicant was advised to: _____

Signature of Interviewer: _____

Signature of Applicant: _____

Please return the following to PSU:

- Completed & Signed Confidential Questionnaire
- Applicant Declaration and Consent Form (Clergy & Ordination Candidates only)
- 100 Point Identity Check (Clergy & Ordination Candidates only)

Professional Standards Unit
PO Box Q412
QVB Post Office NSW 1230

ARCHBISHOP'S OFFICE PRIVACY STATEMENT

The Archbishop's office respects your privacy.

The Archbishop's office is responsible for supporting the Archbishop in discharging his Episcopal functions and also administers the diocesan Registry, Professional Standards Unit and diocesan Archives.

We usually collect personal information such as a person's name, age, contact details, occupation and family details to discharge these functions but we may collect other personal information as well. We use this information for the proper administration of the Diocese including assessing ordination applicants, licensing clergy and lay people for ministry in the Diocese, administering professional standards within the Diocese and recording significant historical events in the diocesan archives. When we collect sensitive information, as defined in the Privacy Act, we will collect it with your consent when required to do so by law.

We may share your information with other entities who are members of the Anglican Church of Australia usually within but sometimes outside the Diocese of Sydney. We will handle such personal information in accordance with the standards set out in our Privacy Policy.

The Archbishop's office may disclose your personal information to third party service providers, agents or contractors such from time to time to help us to provide our services. If we do this, we generally require those parties to protect your personal information in the same way we do.

We use a variety of physical and electronic security measures including restricting physical access to our offices and the use of firewalls and secure databases to keep personal information held on IT systems secure from misuse, loss or unauthorised use or disclosure.

Where appropriate, we will handle personal information relying on the small business exemption. Generally, you can access personal information we hold about you. If we deny your request in some circumstances we will tell you why. Please contact the Registrar at Level 2, St Andrew's House, Sydney Square, Sydney NSW 2000 or on 9265-1519 or at pselden@sydney.anglican.asn.au to ask for access to your personal information, if you have a complaint about the way we handle your personal information, or if you would like more information about our approach to privacy, other members of the Anglican Church of Australia or our third party service providers, agents or contractors.

100 points identity check

To verify the identity of those having background checks we now need to ask for a 100 point identity check. You will need to take copies of these documents and present the originals and copies for certification. The certification can be completed by anyone who holds a current appointment or a licence from the Archbishop and is recorded on the Diocesan Registry database, i.e. Rector, Assistant Ministers, Churchwardens, Synod Representatives and authorised clergy and lay people. The certified photocopies are to be returned, not the originals. The certified copies will be kept securely within the Archbishop's office.

The certification should read 'I certify that this is a true and correct copy of the original' with the signature of the person certifying the documents and their full name and position held printed with the date.

If you have any questions please contact the Professional Standards Unit on 9265-1604 or psuinfo@sydney.anglican.asn.au

The list below has been copied from http://www.kids.nsw.gov.au/director/check/employerguidelines/stepbystepguide.cfm#3_1 - 3.5.1 Identifying the preferred applicant accurately.

The following lists set out the value of each document according to the 100 Point Check.

70 points

Name of preferred applicant verified from one of the following (more than one document from this list cannot be counted):

- Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents.

For a preferred applicant under 18 years, one document from the above list, or the following, is sufficient:

- Identity of the applicant verified by an educational institution, either on a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution.

40 points

Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):

- Current driver photo licence issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

35 points

Name and address of preferred applicant verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

25 points

Name of preferred applicant verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.