

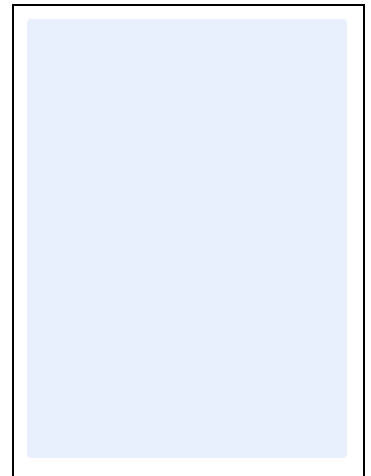
VOLUNTEER ENGAGEMENT FORM

Applicant's Full name

Parish Name

Volunteer Role

Volunteer Role Category



*Attach Passport style image
above*

This form is to be used for:

- Category 1 Volunteer Roles
- Category 2 a & 2 b Volunteers Roles
- Category 3 a, 3 b, and 3 e Volunteer Roles

Please note: Volunteers in Category 3 c and 3 d Volunteer Roles are to complete the Bishop's Licence and Authority Application form and process

Directions for Applicant Volunteer

- Please **complete all sections** of the form unless stated otherwise not applicable to your Volunteer Role Category.
- Please complete **one form** only, if performing multiple volunteer roles complete this form at the highest category identified.
- Please **sign** where requested and **initial each page** of the completed application form.
- Ensure **all required documentation is attached** to this application.
- Please submit this form to your Parish representative for processing.

SECTION 1: YOUR DETAILS

PERSONAL DETAILS

Title _____ Given Name _____ Other Given Names _____ Surname _____

Date of Birth: _____

Previous names (please list all):

☐ Not Applicable

Are you a member of the Anglican Church of Australia?

☐ Yes

☐ No

Are you a citizen or permanent resident of Australia?

☐ Yes, Australian Citizen

☐ Yes, Permanent Resident

☐ No *if No, please provide evidence of your Entitlement to Work in Australia.*

CONTACT DETAILS

Phone number _____ Mobile number _____ Email _____

Residential Address:

Street address _____ Suburb/City _____ Postcode _____

Postal Address: ☐ same as residential address

Street address _____ Suburb/City _____ Postcode _____

Other States, Territories or Countries you have lived in:

Initials:

QUALIFICATIONS AND TRAINING

☐ **Theological and/or other significant qualifications** *(please list all):*

Degree/Diploma name:	Year completed:	Awarding Institution:

☐ **Experience:**

Year from:	Year to:	Role:	Organisation

Initials:

SECTION 2: SAFE MINISTRY SCREENING REQUIREMENTS

CATEGORY 3 VOLUNTEER ROLE	CATEGORY 2 VOLUNTEER ROLE	THE ROLE All Volunteer Role Categories <input type="checkbox"/> I have been given the relevant Volunteer Role Duty Statement. Category 1 Volunteer Roles, please move ahead to Section 3.
		SAFE MINISTRY SCREENING REQUIREMENTS All Category 2 & Category 3 Volunteer Roles <input type="checkbox"/> Nationally Coordinated Criminal History Check: I have provided an original OR certified copy (signed by a Justice of the Peace) of my Criminal History Check which was issued within the last 3 months to the Parish Office for sighting and verification. <i>A Nationally Coordinated Criminal History Check is required on the first occasion of appointment within the Diocese of Newcastle.</i> <input type="checkbox"/> I completed Safe Ministry Training on: _____ and: <input type="checkbox"/> I have attached my certificate Category 2 Volunteer Roles, please move ahead to Section 3.
		Category 3 – All Category 3 Volunteer Roles <input type="checkbox"/> I have completed the General Synod Safe Ministry Check – Voluntary Church Worker form and have attached the document to this form. <input type="checkbox"/> Vehicle use: My volunteer duties require the use of my personal vehicle. <input type="checkbox"/> Yes - I have attached a copy of my Vehicle Registration and Insurance documents and agree to provide these on an annual basis. <input type="checkbox"/> Yes - I have a current and valid Driver Licence Driver Licence number: _____ Date expires: _____ <input type="checkbox"/> Not applicable Category 3 a Volunteer Roles, please move ahead to Section 3.

Initials:

Category 3 b and 3 e Volunteer Roles

- ☐ I have a current and valid **Working with Children Check (WWCC)** issued by the NSW Office of the Children's Guardian.

WWCC number: _____ Date expires: _____

- ☐ I will undertake to advise the Bishop in writing, if:

- I am charge or convicted with any offence, or the facts of an offence are found proven without a conviction.
- I have been or become aware that my conduct has been or is being investigated by the Office of the Children's Guardian, the Ombudsman, or the Police in any jurisdiction.
- I have been or become subject to an Apprehended Violence Order.

Category 3 e – SRE Volunteer Role (Only)

- ☐ I have completed all **7 modules of basic SRE training**:

- ☐ Module 1 - date completed: Enter Date
- ☐ Module 2 - date completed: Enter Date
- ☐ Module 3 - date completed: Enter Date
- ☐ Module 4 - date completed: Enter Date
- ☐ Module 5 - date completed: Enter Date
- ☐ Module 6 - date completed: Enter Date
- ☐ Module 7 - date completed: Enter Date

- ☐ I have attached copies of each of my SRE Training certificates

- ☐ I will commit to **yearly professional development requirements** and attend at least one workshop or training event each year.

- ☐ **School/s requesting authorisation to teach in:**

- ☐ I will also be an **SRE Coordinator**

- ☐ Yes ☐ No

- ☐ **Curriculum to be used in teaching:**

- ☐ Think Faith, CEP
- ☐ Other CEP material authorised for SRE. *Please detail:*

- ☐ Other authorised curriculum material. *Please detail:*

Initials:

SECTION 3: PRIVACY POLICY

THE ANGLICAN DIOCESE OF NEWCASTLE - Privacy Policy

Effective 21st December 2019

This collection notice applies to personal information collected by the Diocesan Office of the Anglican Diocese of Newcastle (**“Diocesan Office, we, us, our”**). We are collecting your personal information for the purposes of performing our functions, which include providing administrative support to the Bishop of Newcastle, his Ministry team and the ministries of the parishes and organisations of the Anglican Diocese of Newcastle. If you do not provide us with this information, we may not be able to assist you.

In the course of performing our functions, we may share personal information within the Anglican Diocese of Newcastle, its agencies, organisations, parishes and chaplaincies. We may also disclose personal information to third parties, such as our third-party service providers or other Anglican Diocese’s and their agencies, Parishes and Chaplaincies, or to comply with laws. We will not disclose your personal information to overseas recipients.

All personal information which we collect is held pursuant to the Privacy Policy of the Anglican Diocese of Newcastle, which contains further information about how our personal information is collected and managed, other entities your information may be disclosed to and your rights to access and seek correction of your personal information. The Privacy Policy is available at <http://newcastleanglican.org.au/privacy-statement>. If you would like to contact the Anglican Diocese of Newcastle about the Privacy Policy, please contact the Privacy Officer by writing to the Diocesan Business Manager, Diocese of Newcastle, PO Box 817, Newcastle NSW 2300.

Initials:

SECTION 4: DECLARATION, RELEASE AND UNDERTAKINGS

I, _____
[applicant fullname]

of _____
[applicant address]

Do sincerely declare that:

1. 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.
2. I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular Volunteer Role or any office in the Church.
3. I understand that the Bishop of Newcastle or delegates of the Bishop may ask:
 - those who serve or have served as my Bishop,
 - Churches I have regularly attended as an adult and,
 - my employers;

whether to the best of their knowledge I have engaged in specified conduct that is relevant to the assessment of whether I am a suitable person to undertake ministry in the Church and have identified all positions in which I have held a bishop's licence, all churches which I have regularly attended as an adult and my employers.

I hereby authorise the Bishop of Newcastle or delegates of the Bishop to contact and exchange information with them.

I further hereby authorise every one of those Bishops, churches and employers to inform the Bishop of Newcastle or delegates of the Bishop of any knowledge they may have relevant to the assessment of whether I am a suitable person to undertake ministry in the Church.

4. I authorise any referee to provide any information relevant to my application to the Bishop of Newcastle or delegates of the Bishop.
5. I release from liability any person or organisation that provides such information. I also agree to release the Bishop of Newcastle or delegates of the Bishop from any and all liability as it relates to any investigation by you or them regarding the information contained in this application, or any action by you or them as a result of such investigation.
6. I confirm that I will uphold the ethos of the Anglican Church of Australia in undertaking this Volunteer Role. I will act in good faith, bring my best efforts and goodwill to the particular and broader expressions of the work of the Anglican Church.
7. In fulfilling this role or office, I will conform to the Constitutions, Canons and Ordinances of the Diocese of Newcastle for the time being in force.
8. I will undertake to comply with the Work, Health and Safety Policies of the Anglican Diocese of Newcastle.

9. I will commit to assist the community in which I volunteer to be a safe place for people of all ages, both male and female, to give and receive Christian ministry, without fear of exploitation or abuse.
10. I will commit to ensuring that children and the vulnerable with whom I come into contact within my role as a Volunteer, are safe from behaviour that is exploitative, predatory, abusive, manipulative, or violent acknowledging that such behaviour, whether physical, sexual, emotional, or spiritual, is always unacceptable.
11. I understand my obligations relating to the mandatory reporting requirements of the Children and Young Persons (Care and Protection) Act 1998 and will, if I form a suspicion on reasonable grounds of child abuse or neglect, report it to the responsible authorities and if a Church Worker is involved advise the Director of Professional Standards for the Anglican Diocese of Newcastle.
12. I will not develop inappropriate relationships which may compromise my role or may harm others.
13. I will ensure that I maintain appropriate confidentiality.
14. I will undertake to perform my Volunteer Role within the scope of the authority which I hold.
15. If the Bishop, Parish Priest, Locum or Churchwarden issues a directive for me to cease activities relating to my Volunteer Role, I will comply with such direction.
16. I will undertake to advise the Bishop, in writing, if:
 - I am charged or convicted with any offence, or the facts found proven without conviction.
 - I have been or become aware that my conduct has been or is being investigated by the Office of the Children's Guardian, the Ombudsman, or the Police in any jurisdiction.
 - I have been or become subject to a restraining order or apprehended violence order.
17. I have read the Privacy Statement and acknowledge and accept the terms as outlined.
18. I have read the Parish Safety Policy and acknowledge and accept the terms as outlined.
19. I have read the Adult Commitment to the Safety of Children statement and acknowledge and accept the terms outlined.
20. I confirm that there is no matter which might adversely affect my application which has not been disclosed with this application.

Signature:**X**

Volunteer Applicant Signature

Date:**Initials:**

SECTION 5: PARISH PRIEST/LOCUM AUTHORISATION***The Parish Incumbent/Locum to complete:***

I, _____ formally recognise and authorise _____ to be a
[Incumbent name] [Applicant name]

_____ with _____ should they be cleared for the role and
[Volunteer Role] [Parish name]

subsequently enter into a Volunteer Agreement.

**Parish Incumbent or
Locum Name:**

Date:

Signature:

X

Incumbent/Locum Signature

SAFE MINISTRY SCREENING – Parish & Diocesan Office use only

CATEGORY 3 VOLUNTEER ROLE	CATEGORY 2 VOLUNTEER ROLE	Parish Office Use – the Parish Office is to complete the below Safe Ministry verifications
		Nationally Coordinated Criminal History Check - Applicant must have a Criminal History Check processed via the CrimCheck Self Service Portal. The Certificate is only to be sighted by the Parish and a copy must NOT be retained in Parish records.
		Date Certificate Issued: _____ Certificate Number: _____ Result: <input type="checkbox"/> No Disclosable Court Outcomes <input type="checkbox"/> Disclosable Court Outcomes <i>If this box is checked, then the matter is to be referred to the Director Professional Standards via the Safe Ministry Screening Request</i>
		Safe Ministry Training - Please sight proof of completion of training and record details.
		Date Training completed: _____ Date verified: _____ Working with Children Check* - Please verify the applicant's WWCC with the NSW Office of the Children's Guardian database. the Diocesan office will also verify the applicant's WWCC Date verified: _____ <input type="checkbox"/> Cleared <input type="checkbox"/> Barred <input type="checkbox"/> Other: _____ WWCC number: _____ Expiry date: _____
		Diocesan Office Use – please submit a Safe Ministry Screening Request for completion of the below Safe Ministry Checks and verifications by the Diocesan Office
		Working with Children Check* - Please verify the applicant's WWCC with the NSW Office of the Children's Guardian database. Date verified: _____ <input type="checkbox"/> Cleared <input type="checkbox"/> Barred <input type="checkbox"/> Other: _____ WWCC number: _____ Expiry date: _____
		Safe Ministry Assessment Please Review the applicants Safe Ministry Check
		<input type="checkbox"/> No issues with the information <input type="checkbox"/> Referred to the Professional Standards Office Church Ministry Assessment & National Register Assessment - completed by the Professional Standards Office Date Clearance requested: _____ Date Clearance received: _____ Result: <input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared

***Please Note:** WWCC Not required for Category 3 a Volunteer Role

Initials: