

Screening Check Questionnaire for Paid Staff and Governance Board Members

Personal Details		
Title		
Surname		
First names		
Previous names		Male Female Circle one
Address		
Home phone number		
Work phone number		
Mobile phone number		
Email		
Date of birth		
Marital status		

Privacy Statement Any personal information you provide is protected under the *Privacy Act 1988* and is collected by [insert your organisation's name] for the purpose of your involvement with [insert your organisation's name].

It will be kept in a confidential file and used in implementing our Safe Community Framework.

It can only be disclosed to someone else if you have been given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.

Questions

A **“YES” will not** automatically rule an applicant out of selection. Wherever a **YES** answer is given, please provide relevant information regarding your response and indicate the current status of the issue (attach an explanation).

Note: Throughout this document **“Charge”** 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.

Adapted from the Anglican Diocese of Canberra and Goulburn 2017

Please Place X in Appropriate Column	Yes	No
1. Have you made any unsuccessful applications for a leadership role in this organisation or elsewhere?		
2. Other than a maiden name prior to marriage, have you ever, since the age of eighteen, been known by any name other than the one given above?		
3. Have you done anything likely to affect adversely your reputation and character or that might affect your fitness to serve and represent this organisation?		
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?		
5. So far as you are aware, have you ever been the subject of an investigation by the police, government department, authority or agency responsible for child protection, employer or other proper authority in Australia or any other country?		
6. So far as you are aware, have you ever been the subject of an investigation concerning: a) your care of or b) your behaviour towards or in the presence of children or young persons?		
7. Have you ever had an accreditation to work with children refused, suspended, or withdrawn in Australia or any other country?		
8. 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 State or Territory child protection authorities?		
9. Has disciplinary action of any sort ever been taken against you by a licensing board, professional or community association, employer, educational institution or any other body?		

10.	Have there been written complaints against you that did not result in discipline?		
11.	Are there complaints pending against you before any of the above-named bodies referred to in Question 9?		
12.	Have you ever been asked to cease volunteer work, resign, or had your employment terminated by a voluntary association, training program, employer or any other body?		
13.	Have you ever had a civil suit brought against you arising out of alleged professional misconduct, or is any such pending?		
14.	Have you ever had professional indemnity insurance declined, suspended or revoked for any reason?		
15.	Have you ever been charged with an offence which required you to attend court?		
16.	Have you ever been convicted of a criminal offence?		
17.	<p>Have you ever been charged with an offence relating to sexual misconduct? Sexual misconduct includes:</p> <ul style="list-style-type: none"> • 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 caring or professional relationship (e.g. a 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). 		
18.	Have you ever been charged with having engaged in sexual conduct with persons under the legal age of consent?		
19.	Have you ever been charged with the possession or production, sale or distribution of, or illegal access to pornographic materials?		

20.	<p>Have you ever been charged with an offence related to sexual harassment? Sexual harassment includes but is not limited to:</p> <ul style="list-style-type: none"> • Unwelcome sexual advances or requests for sexual favours • Directly offensive verbal comments or innuendo of a sexual nature • Offensive gestures • Comments regarding a person's sexual orientation or sexual appeal 		
21.	Have you ever been charged with theft, misappropriating funds, or otherwise breaching fiduciary duties in any capacity?		
22.	Have you ever been charged with an offence under the taxation or other revenue laws?		
23.	Has your driver's licence ever been revoked or suspended?		
24.	Have you ever had a Personal Protection Order, Domestic Violence Order or Apprehended Violence Order or similar order issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?		
25.	Have you ever had a licence to own firearms refused or revoked?		
27.	Have you abused alcohol in the past?		
28.	Have you ever used any prohibited drug or prohibited substance or misused prescription or over the counter drugs?		
29.	Have you ever had a problem with gambling?		
31.	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 members of this organisation as inconsistent with the standards to be observed by workers representing the organisation?		
34.	<p>Have you ever engaged in any of the following conduct, even though never having been charged?</p> <ul style="list-style-type: none"> • sexual contact with someone under your care other than your spouse (such as a client, patient, student, employee or subordinate) • sexual contact with a person under the age of consent 		

<ul style="list-style-type: none"> • illegal use, production, sale or distribution of pornographic materials • conduct likely to cause harm to a child, young person or vulnerable adult, or to put them at risk of harm. 		
36. Have you ever been the subject of a complaint about a breach of confidentiality?		
37. Have you done anything in the past or present that may result in allegations being made against you of bullying or any form of harassment of adults?		
38. Is there anything in your background that you have not disclosed, which if it becomes public knowledge could adversely affect the assessment of your good name and character?		

Background Checks

Work History (Volunteer and Paid Positions)

Organisation	Position held	Location	Start Date	End Date

Referees	<p>Please supply the name, addresses (postal and email) and phone numbers of three referees over the age of 18 years who are able to give a report of your good character and suitability for ministry.</p> <p>If you have lived in another state or country, please include a referee from your placement in that state and/or country</p>
Referee 1 Employer (or teacher if no work history)	
Referee 2 Person who has known you longer than 3 years and knows you well	

Declaration

I, _____ do solemnly and sincerely declare that:

- The information I have provided in this application 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.
- I have received a copy of the current edition of the Code of Conduct as relevant to the role I am applying for and I agree to adhere to and implement these documents.
- I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular position or any position in the organisation.
- There is nothing in my background that I have not disclosed to the organisation, which if it becomes public knowledge could adversely affect the assessment of my good name and character.
- If anything declared in this questionnaire changes, I will notify the relevant person immediately.
- I consent to the collecting, using, and disclosing personal information as described in the Privacy Statement.

Signature: _____ Date: _____

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