



THE ANGLICAN CHURCH OF AUSTRALIA
DIOCESE OF PERTH

Professional Standards Unit

GPO Box W2067, PERTH, WA 6846 - Ph: (08) 9325 7455 - Fax: (08) 9221 4118 - Email: psu@perth.anglican.org

Form 1 – Volunteer Church Worker Application Form

This form should be completed by anyone commencing as a voluntary Church Worker within a Parish for the first time, including Office Bearers and Parish Council members. Once completed, this form should be given to the Rector/Priest in Charge for processing, and kept securely in the Parish.

NB: For any volunteer position requiring an Archbishop’s Licence (such as a Lay Pastoral Minister), a separate cover sheet should also be completed by the Rector/Priest in Charge and Church Wardens.

Personal Information

PARISH: Sex: **M / F** (Please circle)
 Surname: Marital Status:
 Given Names: Date of Birth: / /
 Previous Name (if applicable):
 Preferred Postal Address/PO Box:
 Postcode:
 Tel(h): Tel(w):
 Email: Mobile:

Volunteer Role

Which volunteer role(s) do you expect to be involved in?

Is it likely that your role(s) will require you to drive other people in a motor vehicle? YES / NO

- If YES, please provide a photocopy of a current photo driver’s license

What experience and training have you had relevant to the roles(s) you are seeking?

 (Please attach any other information that you think is relevant to this application.)

Connection to Parish (A person should be a parishioner for at least 12 months before being appointed to certain positions)

Church now attending [name only]:

How long have you attended this church? years months

Have you been involved with another Parish/church during the past 5 years? YES / NO

If so, please list all previous churches in that period:

Police Checks

All volunteers in this Diocese are asked to provide one of the following police checks: Copy attached?

- Volunteer National Police Check - application forms are available from your Parish, OR YES / NO
- A copy of a recent (not more than 18 months old) National Police Certificate, OR
- Evidence of another type of police clearance, such as one undertaken by the Education Department.

Please note that you may be asked to renew your police clearance every three years.

Working with Children Check

Will this work involve working with children or young people (0-18 years)? YES / NO

In Western Australia, employees and volunteers in ‘child-related work’ are required to obtain a Working with Children (WWC) Check. Generally, if the usual duties associated with your role involve contact with children, either face to face or via telephone or email, then you will need a WWC Check.

If you already have a WWC Check, please attach a photocopy of your evaluation card. Copy attached?

If not, you may have a legal obligation to obtain one before commencing volunteer work. YES / NO

Information is available from www.checkwwc.wa.gov.au or the Professional Standards Unit.

Teachers have a different clearance for the time being and may attach a copy of that clearance.

Other Information

Police clearances and Working with Children Checks are useful tools for ensuring the safety of children and other vulnerable people. There are, however, some things that they will not reveal about a person’s past.

Is there anything from your past that would call into question your suitability to work with children or other vulnerable people?

YES / NO

If there is something that the Church should know before you commence a volunteer role in this diocese, you are encouraged to inform the Director of Professional Standards directly. Details may be placed in a sealed envelope, marked ‘Private & Confidential’ and addressed to: ‘Director, Professional Standards’, GPO Box W2067, Perth, WA, 6846. This information will assist the Church manage your involvement in Parish life.

Declaration

- I confirm that the information I have supplied on this form is true and correct.
- I agree that representatives of the Church may contact referees mentioned in this application (below) and, in relation to positions with significant responsibility, any previous employer whose knowledge of me may assist the Church to determine my suitability for appointment.
- I agree to release and hold harmless from liability any person or organisation that provides information.
- I also agree to hold harmless the Church, its officers, employees and volunteers in relation to this application or information contained herein.

Applicant’s Signature: Witnessed by:
 (Parish Priest, a Warden or nominated ‘Responsible Person’)
 Name: Name:
 Date: / / Date: / /

This section below is to be completed by volunteers in roles that involve working with children or responsibility for property or finances, and by Licensed Pastoral Ministers.

Employment Information

Current Occupation: Current position:
 Work address:
 Postcode:
 Period with current employer years months

Brief employment history and/or involvement in community work [list previous four positions and details]:

Employer	Position	Start / finish dates	Reason for departure
	 / to /	
	 / to /	
	 / to /	
	 / to /	

Referees - Please list names, addresses and contact phone numbers for the following referees:

1. Senior Church Leader – (Church Warden, Parish Councillor, home group leader. Not your Rector.)

Office Use
2. Work Related – (Present employer/supervisor, previous employer or school / college teacher)
 (if applicable)

3. Personal - (Someone who knows you well for more than 3 years, other than an immediate family member)

