



Application Form (Leaders and Volunteers)

Purpose

Screening processes should occur, prior to appointment by the church council, for any paid or volunteer position. This includes:

- Written application and declaration
- Interview/conversation
- Referee checks with two referees
- Working with Children Card or exemption card linked to Uniting Church Northern Synod
- Appointment to the role by the church council

Applicant

Applicant's full name:

Preferred name:

Date of birth:

Male:

Female:

Unspecified:

Phone number:

Email:

Address:

Previous names:

Working With Children Card or exemption card details

Name as it appears on your blue card or exemption card:

Card number:

Expiry date:

Type of card:

Note: you must hold a valid Working with Children Card or exemption card which is linked to the congregation and the synod before you can commence in any role requiring a Working with Children Check.

Church Membership

Are you a member of the Uniting Church – YES / NO

Please list the Churches and/or Congregations you have been associated with in the last five years:

Name of Church	Location	When (month/year)	Positions held

Personal abilities and qualifications

1. Gifts and abilities: Please list your gifts and abilities which would be beneficial in your role, including working or volunteering with children or vulnerable adults.

2. Previous experience, qualifications and training: Please list the specific details of previous experience which equips you to work effectively with children or vulnerable adults (attach copy of relevant documents).

3. Work history: Please provide contact details for the last place where you worked or volunteered with children or vulnerable adults.

4. Motivation and calling: Please describe why you want to work or volunteer, including why you want to work or volunteer with children or vulnerable adults.

5. Medical conditions: Please provide relevant information about medical conditions or limitations that may affect your ability to fully participate as a volunteer.

6. Referees

Name of referee 1:

Phone number:

Organisation:

Position held:

Email/address:

Relationship to you:

Name of referee 2:

Phone number:

Organisation:

Position held:

Email/address:

Relationship to you:

Applicant's declaration

	Yes / No
1. Are you aware of any issue or reason that may affect the decision by church council to allow you to work with children?	
<i>If yes, please provide an explanation and also answer the following questions.</i>	
a) Have you ever been accused of abusing or neglecting a child?	
b) Have you ever been disciplined for abusing or neglecting a child?	
2. Have you ever had any charges made against you for abusing or neglecting a child? (any allegations made to a court, disciplinary body, employer, supervisory body or church in Australia or in any other country) <i>If yes, please provide an explanation.</i>	
3. Do you confirm that the information provided in this document is true and correct?	
4. Do you consent to the referees listed above being contacted for the purposes stated in this application?	
5. Do you consent to the church council using and disclosing your personal information in the manner described in the process above?	
6. Do you understand that you can withdraw from this application process at any time without giving reason?	

Applicant's signature

Name:

Date:

Application Form
(Volunteers)

FOR USE BY INTERVIEWING TEAM

Notes from interview:

Notes from Referee Checks:

Determination, recommendation, comments and conditions:

Signature of person conducting screening:

Name:

Date: / /

Reference to minute of church council meeting:

Date: / /

Date applicant was notified of outcome: / /