**TEAM MEMBER APPLICATION FORM**

***CHURCH NAME:***

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This form must be completed by all staff / volunteers who work directly with or have access to children and youth in one of our church ministries / programs.

The information requested will:

* provide current personal contact details for an applicant
* provide contact details of an applicant’s nominated referees
* provide an insight into any training / relevant qualifications an applicant may have
* remain confidential

Please submit your original certificate(s) for your Ministry Leader to cite and take a photocopy for our church records

All Team Members must receive official endorsement prior to commencing work with or having access to children or youth in one of our church ministries/ programs



**PERSONAL DETAILS:**

**Name in Full** *(Please print):* ………………………………………………………………….................................................

Ps / Dr / Mr / Mrs / Ms / Master / Miss **M/ F**

Preferred Name: ……………….…………………...……..………............... **DOB** …….. / …... / ………………..…..

**Occupation**:………………………...........................................................................................................

**Address**: ………………………………………………………………………………..........................……………………..…

………………………………………..……………………….…........................................... **Postcode**: ………..........

**Phone** (H): …………….….……….….…...................... W): …….……….……….……….……..….........................

(M): ………………………….….…………….................................................................................................

**Email** (*Please print clearly:*) ……………………………….......…………..………..…...........................................

**REFEREES:** *Please nominate two people who could provide a character reference. Neither should be a family member and each should be over the age of 18.*

**Referee Contact details:** **Referee Contact details:**

Name**:** …………….………...………............... Name**:** …………….………...………...…………..........

Daytime Contact: Daytime Contact:

(PH): .........……..…...………………............. (PH): ……...............………..…….......................

(E): ..............……….………………………....... (E): ........................…………..………………….......

**COMPLETED TRAINING / RELEVANT QUALIFICATIONS:** *Please list any relevant qualifications and/or training that you may have attained or attended (including First Aid)*

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**AREA OF INVOLVEMENT***: Please list the ministry team(s) for which you are applying to become a Team Member:*

…………………………………………………………………………….Team Leader: .............................................

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This form was sourced & adapted with permission from ChildSafe Management System [www.childsafe.org.au](http://www.childsafe.org.au)

**TEAM MEMBER APPLICATION FORM**

CONFIDENTIAL [PAGE 2]



This agreement is intended to:

* ensure applicant is aware of responsibilities required
* ensure applicant understands the commitment he or she is undertaking should they be endorsed to work with or have access to children / youth as part of their ministry role at the church
* ensure applicant understands their notification responsibility & the process of reporting suspected abuse
* ensure applicant is willing to abide by procedures outlined in the church’s *Duty of Care & Child Protection Policy.*

**Once completed please forward this TEAM MEMBER Application Form to the relevant Ministry Leader listed here:**

………….………….............................................

All Team Members must receive official endorsement prior to commencing work with or having access to children or youth in one of our church ministries/ programs

**TEAM MEMBER AGREEMENT**

Should I be endorsed to work with children / youth the church, **I agree to**:

1. Complete or provide a current National Police Check/Working with Children Check before participating in any ministry to children or youth.
2. Contact being made with referees I nominate to establish my suitability for involvement in children’s or youth ministry at the church.
3. Exercise ‘reasonable care’ for children and young people under my care, being fully aware of the responsibility this involves as outlined in the church’s *Duty of Care & Child Protection Policy.*
4. Ensure the safety of children and young people, work within a team, use appropriate child behaviour management and to keep Parents/Carers and Team Leaders who provide oversight well informed of ministry activities.
5. Report any suspected child abuse to the relevant Reporting Authority for my state/territory, refrain from doing or saying anything to alert a suspected offender and inform one of my church Leadership Team members of the report that has/will be made.
6. Refrain from sharing any suspicion of abuse or neglect about individual children/youth with the rest of a ministry team, Parents/Carers or other children/youth (except for making a report to the relevant Reporting Authority for my state / territory, and, informing one of my local church Leadership Team members that a report has/will been made).
7. Advise the Senior Pastor in writing, if charged or investigated by police for any offence whilst holding a position in ministry with children and young people.
8. Undertake training endorsed by the church specific to the ministry role I am outworking.

**I undertake not to:**

1. Perform ministry with children and young people unless endorsed to do so by my local church Leadership Team.
2. Develop relationships with children or young people that may compromise my role as a Team Member, Team Leader or Ministry Leader and may put a child or young person at risk of physical or emotional distress.

Commonwealth of Australia

Commonwealth of Australia

**SUMMARY STATEMENTS:**

I confirm that the information I have provided in this application is true and correct.

I have read the church’s *Child Protection & Duty of Care Policy* and agree to abide by the procedures it outlines.

**Name:**………………………………………………..........................................................................................................

**Signed:** ..........................………............................................................**Date:**………...…/…...………../………........

*\*Please Note - for applicants under age 18, Parent/Carer consent is also required*

**Parent/Carer** (for under 18’s): …………………………………………………………………………..………………………………….

**Signed:**........................…….................................................................**Date:** ……...…/…...………../………..........

.................................................... **Date:**………...…/…...………../………............

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**Signed**:………........……………………………………........................... **Date**:.............../...................../.........................

***OFFICE USE ONLY*: Refs:** 1…………. 2………… **Police Check/WWC Check:** …....….. **Date of Issue:** ...............***/…...…/………………....***

**Endorsement Authority:Name**……………………………………………………..……….........……. (*on behalf of the Leadership Team at)*

**Church Name: *...............………………………………...................* Signed**:……………………………………..…......**Date**: ............*/****….…/…...…......***