



PCV – Safe Church Registration Form for Appointments - Confidential

This form is to be used for PCV Requirements for Appointments and is in accordance with the Safe Church requirements for Appointments. It must be completed where an individual is seeking to be appointed to be a pastor, assistant pastor, a home missionary or in a paid pastoral ministry worker’s role appointed by a Session, Presbytery or Committee. Once completed, the Appointing Body Representative is required to return a copy of this form to the Safe Church Unit (see page 3). The Safe Church Unit will advise the Appointing Body Representative of the completion of the Safe Church Registration process prior to finalisation of the appointment process by the Appointing Body.

Name of Appointing Body: _____

Name of Presbyterian Church: _____

Role applied for: _____

Name of current or previous Church: _____

Current Church Role: _____

Name of Appointing Body Representative: _____
(Please Print)

Signature of Appointing Body Representative: _____

Personal Details

Rev /Pastor /Mr /Mrs /Miss / Ms/ Other (Circle)

First Name

Middle Name(s)

Surname

Date of birth: ____/____/____
day/month/year

1. Are you currently known or have you previously been known by any other name(s): ie: an alias?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If YES, please list other names below:

Current Residential Address:

Contact Details:

Email: _____

Phone: _____ **Mobile:** _____



2. Do you have a current Working With Children Card (WWCC) or Victorian Institute for Teaching (VIT) Registration?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	N/A <input type="checkbox"/>	<input type="checkbox"/>

If you answered YES, please provide: _____
WWCC / VIT Number
Expiry Date

3. If you are VIT registered, have you notified WWCC? <small>(Refer Service Victoria website or contact the Safe Church Unit)</small>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Questionnaire:

4. Have you ever been convicted of child abuse or neglect?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. Have any allegations or complaints involving misconduct with children ever been made against you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If you have answered 'Yes' to any of the above questions, please provide details below: (If insufficient space, please attach separate page)

6. Is there anything in your past that would call into question your suitability to be trusted with the care of children under 18 years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If you have answered 'Yes' to the above question, please provide details below:

7. Have you ever been subject to disciplinary action or investigation by an employer, professional organisation or other organisation or body (e.g. a church, denomination or volunteer group)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If you have answered 'Yes' to the above question, please provide details below:

8. Have you ever been the respondent of an intervention order, including but not limited to a personal safety intervention order and/or family violence intervention order, or equivalent, either in Victoria or outside Victoria?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If you have answered 'Yes' to the above question, please provide details below:

The above questions ensure compliance with the Victorian Child Safe Standards and insurance requirements.



9. Have you completed a Presbyterian Safe Church Basic Training Session?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If you answered No, please answer the following:

10. Have you completed Safe Church equivalent training with another denomination/church? (Note: if so, please provide evidence of completion)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11. What year did you complete Safe Church equivalent training?		
12. Was the Safe Church equivalent training from an interstate congregation of the Presbyterian Church of Australia?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
13. If you answered yes to the above, please specify which State or Territory provided the Safe Church equivalent training		
14. Was the Safe Church equivalent training from another Victorian or interstate denomination/organisation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
15. If you answered yes to the above question, please specify the name of the denomination/organisation		
16. Have you completed PCV Safe Church Advanced Training?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

The above questions ensure compliance with the Victorian Child Safe Standards and insurance requirements.

If you have not completed Safe Church equivalent training at any time you must complete the PCV Safe Church Basic Training within 12 months of commencing in your role – see

<http://www.safechurchpcv.org.au/training>

Should you be appointed to a pastoral ministry role in the PCV, as part of your commencement with the PCV, you are required to please watch the Safe Church Online Refresher Course – see

<http://www.safechurchpcv.org.au/training#online>



Declaration:

I declare that:

1. I declare that I have read and understood the questions in this form. I have answered the questions truthfully and completely to the best of my knowledge. Should it be found that any answer that I have given in this form is untrue, I understand that this may be grounds for my application and/or my approval to work in the Presbyterian Church of Victoria, and/or to work with children under the age of 18 years in the Presbyterian Church of Victoria to cease and/or to be withdrawn
2. I have completed PCV Safe Church or equivalent training in my previous denomination/church OR I will undertake to complete the PCV Safe Church Basic Training within 12 months of commencing in my role
3. I have attached written documentation from the other denomination/organisation confirming the completion date and location of their Safe Church training course (if applicable)

Further, I declare that if appointed:

4. I will view the PCV Safe Church Online Refresher Course
5. I will undertake to complete Safe Church Advanced Training within 12 months of commencing in my role
6. I will read the PCV Safe Church Policy, Code of Conduct, and Policy, Procedure & Practice Manual
7. I will abide by the PCV Safe Church Policy and Code of Conduct.

Signature

____/____/____
Date

Personal and sensitive information provided by you and collected by the Presbyterian Church of Victoria will be used in conformity with our Privacy Policy (which can be found at www.pcv.org.au and www.safechurchpcv.org.au or mailed to you on request). This information is collected for the primary purpose of the screening and approval of pastoral appointees in the Presbyterian Church of Victoria.

General information for Appointing Body Representative

Please forward this form to the Safe Church Unit (scu.compliance@pcv.org.au or 268 Canterbury Road, Heathmont 3135).

If the applicant is subsequently appointed, the session / presbytery will confirm the appointment with the Safe Church Unit who will provide a copy of this form and evidence of equivalent training (see Q3) to the relevant Safe Church Representative for their Safe Church records.