

5.1.4 Position descriptions, selection criteria, referee checks and interview questions articulate:

* **that children are valued and respected;**
* **the commitment of the entity to child safeguarding; and**
* **where appropriate to the role [refer to Indicator 5.1.3], an understanding of children’s developmental needs and culturally safe practices.**

***Sample Applicant Declaration for use when screening applicants for work with children.*** *All applicants for work with children could be required to complete this declaration as part of the application process.*

**CHILD SAFE APPLICANT DECLARATION**

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| SECTION 1: PERSONAL DETAILS | | | | | | |
| **Surname:** | |  | | | **Mobile:** |  |
| **Given Name(s):** | |  | | | **Home Phone:** |  |
| **Title:** | |  | **Email:** | |  | |
| **Previous name(s):** | |  | | | | |
| **Residential Address:**      **Postcode:** | | | | | **Mailing Address:**      **Postcode:** | |
| **Date of Birth:** |  | | | **Australian Resident: If NO, Visa Status:**  **If Visa, Visa Number/Class:**  **Country of Citizenship:** | | Yes  No |
| **Place of Birth:**  (City, State, Country) |  | | | | | |
| Are you of Aboriginal or Torres Strait islander origin? No Aboriginal Torres Strait Islander  (Persons of both Aboriginal and Torres Strait islander origin should mark BOTH boxes) | | | | | | |

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| **SECTION 2: EMPLOYMENT / VOLUNTEERING RECORD** | | | | |
| *Please include a* ***full employment history*** including any employment gaps and provide a reason for the gap/s from the date of your first employment. (If you need more space, please attach another page to this document) | | | | |
| **Occupation** | **Employer** | **Year** | | **Reason for leaving** |
| **From** | **To** |
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| **SECTION 3: EMPLOYMENT / VOLUNTEER CHECKING** |
| ***All applicants*** *are required to answer the following questions.* |
| **1.** Have you been convicted of an offence that would prevent you from undertaking work with children?  Yes  No  **If YES,** please give brief description |
| **2.** Are you currently subject to any criminal proceedings that if proven would prevent you from undertaking work with children?  Yes  No  **If YES,** please give brief description |
| **3.** Have you ever been the subject of a serious allegation involving your conduct with a child or young person, such as a sexual offence, sexual misconduct, assault, ill-treatment, neglect or psychological harm that resulted in a notification to a statutory authority under local reportable conduct or child protection legislation?  Yes  No  **If YES,** please give brief description |
| **4.** Have you ever been the subject of a complaint or allegation and/or internal investigation that related to a breach of your professional boundaries and/or breach of a Code of Conduct?  Yes  No  **If YES,** please give brief description |
| **5.** Are you aware of any reason or concern, held by another person, which may make you unsuitable to work with children?  Yes  No  **If YES,** please give brief description |
| **6.** Have you ever been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm?  Yes  No  **If YES,** please give brief description |
| **NOTE: THE FOLLOWING CHECK IS REQUIRED IF YOU ARE THE PREFERRED APPLICANT**  **Working with Children Check**  This position is for **child-related work**, and as such you much obtain and retain a **Working with Children Check** from the ***[insert relevant statutory authority responsible for the legislated working with children check or equivalent]***.  For further details refer to ***[insert relevant website for statutory authority].***  ***[Insert name of Church entity]*** will **NOT** finalise the application / appointment to the role until you provide ***[Insert name of Church entity]*** with proof of a current, valid Working with Children Check. |

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| SECTION 4: OTHER EMPLOYMENT / VOLUNTEER CHECK QUESTIONS |
| ***All applicants*** *are required to answer the following questions.* |
| **7.** Have you ever been charged with any criminal offence?  Yes  No  **If YES,** please give brief description |
| **8.** Have you ever been convicted of any criminal offence?  Yes  No  **If YES,** please give brief description |
| **9.** During the last five (5) years have you been the subject of formal performance management and/or disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment?  Yes  No  **If YES,** please give brief description |
| **10.** As a result of such proceedings or for any reason, have you ever been suspended, dismissed or asked to resign from your position?  Yes  No  **If YES,** please give brief description |

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| **SECTION 5: NOMINATED REFEREES** | | | |
| *It is policy of* ***[Insert name of Church entity]*** *for applicants for* ***all*** *positions to provide the names of at least two professional referees, including their most recent employer.* | | | |
| **MOST RECENT EMPLOYER** | | | |
| **Name:** |  | **Position:** |  |
| **Organisation:** |  | **Email:** |  |
| **Phone:** |  | **Mobile:** |  |
| **SECOND REFEREE** | | | |
| **Name:** |  | **Position:** |  |
| **Organisation:** |  | **Email:** |  |
| **Phone:** |  | **Mobile:** |  |
| I understand that ***[Insert name of Church entity]*** reserves the right to contact any previous employer other than the referees nominated above:  **Applicant Signature: Date:** | | | |

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| **SECTION 6: APPLICANT DECLARATIONS** |
| Employment/volunteering with ***[Insert name of Church entity]*** is child-related work. By submitting this application, I am agreeing that there is no reason for the ***[Insert name of Church entity]*** to believe I am not suitable to work in child-related employment. If any information not disclosed in this application is brought to the attention of ***[Insert name of Church entity]***, my application may be reviewed and/or employment may be terminated.  **Applicant Signature: Date:** |
| In addition, I certify that the information provided in this application form *Child Safe Applicant Declaration* is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of my application and/or termination of employment.  **Applicant Signature: Date:** |

Adapted from *Application to teach form,* Sydney Catholic Schools, [www.sydcatholicschools.nsw.edu.au](http://www.sydcatholicschools.nsw.edu.au)