

The Presbyterian Church of Queensland

ABN 43 015 755 489

National Register Check for Calls, Appointments, or Employment Within or By the PCQ

This form is to be used for Presbyterian Church of Queensland requirements for Calls and Appointments and is in accordance with the PresSafe requirements for employment within the Church. It shall be completed where an individual is wishing to accept a Call, an Appointment, or employment by or within the Presbyterian Church of Queensland. Once completed, the appointing body of the Church (Session, Presbytery, or Assembly Committee/Board) is to submit this form to the Church's Human Resources Department via https://appointments.pcq.church/ or HR@pcq.org.au who shall forward it to the PresSafe Risk Management Officer. The PresSafe Risk Management Officer shall advise the Church's General Manager and Human Resources Department if the Church's PresSafe requirements have been met. No appointment shall be finalised until the Church's PresSafe requirements have been met.

DETAILS OF PROPOSED CALL, APPOINTMENT, OR EMPLOYMENT BY OR WITHIN THE PCQ				
The Appointing Body (e.g. presbytery):				
The Call, Appointment, or Position:				
The Charge or Other Church Entity:				
Name of Appointing Body Representative:				
Signature of Appointing Body Representative:				
APPOINTEE'S CURRENT DETAILS				
Rev/Pastor/Mrs/Miss/Ms/Other (circle)				
First Name Middle Name(s) Surname				
Date of Birth/day/month/year				
Name of current or previous congregation:				
Most recent Call, Appointment, or Position:				
The Appointing Body (e.g. presbytery):				
Are you known or have you previously been known by any other name(s)? Yes \square No \square				
If your above answer was "yes", please list here your other name(s):				
What is your current residential address? Please write that here:				
What are your current contact details? Please write that here: Email: Phone:				
Phone:				

Do you have a current a Working With Children Cl children-check/ for Queensland, South Australia, or to		fe-practices/working-with- No
If your above answer was "yes", please provide:	Card Number	Expiry Date
Sta	te or Territory (Qld, SA, or NT)	
APPOINTEE QUESTIONAIRRE 1. Have you ever been convicted of child abuse or n	eglect? Yes 🔲 No 🗖	
2. Have allegations or complaints involving misconde	uct with children ever made aga	ninst you? Yes 🗖 No
If you answered 'Yes' to questions 1 and 2 (above), please attached a separate page):		
3. Is there anything in your past that would call into who are under 18 years of age (children and/or yout		usted with care of people
If you answered 'Yes' to question 3 (above), please attached a separate page):		
4. The PresSafe system outlines the Queensland C the safety and care of children. The other States of th to the PresSafe system. Have you previously com selection and training process or the equivalent wit Australia? Yes No (If you answered "No	e Presbyterian Church of Austra pleted the PCQ Safe Ministry	alia have their equivalents with Children (PresSafe) e Presbyterian Church of
5. If you answered 'Yes' to question 4, within which you complete your safe ministry with children selecti		
6. In what year did you complete your safe ministry (If you answered questions 5 and 6 do not answer q		ing process?
7. If you answered 'No' to question 4, have you comprocess with another organisation or Church? Yes		ren selection and training
8. If you answered 'Yes' to question 7, within which or with children selection and training process?	ganisation or Church did you co	omplete your safe ministry
9. If you answered 'Yes' to question 7, in what year d and training process?	id you complete your safe minis	stry with children selection

Note that Calls, Appointments, and employment by or within the Presbyterian Church of Queensland (within Queensland, South Australia and the Northern Territory) are conditional upon the appointee:

- Having completed the PCQ Safe Ministry with Children (PresSafe) selection and training process prior to commencing your reappointment. The PresSafe system outlines the Church's child and youth risk management standards for the safety and care of children. Contact the PresSafe Risk Management Officer by email to pressafe@pcq.org.au to organise undertaking the PresSafe process;
- 2. Obtaining and holding a positive Working With Children Check of the State or Territory of your Call, Appointment, or employment: Blue Card Services (Queensland), Ochre Card (Northern Territory), or Screening Check (South Australia). The cost of such a card or check is usually paid by the congregation or committee of the Church with which you are to be employed. Unless you have already done so for a card or check that is currently valid, please advise the PresSafe Risk Management Officer when you have obtained the card or check. A scan of the accompanying Blue Card Services (Queensland), Ochre Card (Northern Territory), or Screening Check (South Australia) letter sent by you as an email attachment to pressafe@pcq.org.au is sufficient.

APPOINTEE DECLARATION

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 with children under the age of 18 years within or for the Presbyterian Church of Queensland to cease and/or to be withdrawn.
- 2. I have attached written documentation confirming the completion date and location of the safe ministry with children selection and training course that I have previously completed within a State Church of the Presbyterian Church of Australia or within another Church or organisation (if applicable).
- 3. I will successfully complete the PCQ Safe Ministry with Children (PresSafe) selection and training process prior to commencing my appointment and will keep the ongoing training up to date whilst in my appointment.
- 4. I will obtain and hold a positive Working With Children Check of the State or Territory of my Call, Appointment, or employment and advise the PresSafe Risk Management Officer when I have obtained the card or check prior to commencing my appointment.
- 5. I will conform to all the standing orders, rules, procedures, policies, regulations, and requirements which may from time to time be enacted by the Assembly of the Presbyterian Church of Queensland https://pcq.org.au/pcq-code.php and the Assembly of the Presbyterian Church of Australia https://pcq.org.au/pcq-code.php#gaacode including (but not limited to) the following:
 - National Safe Ministry Framework https://pcq.org.au/pcq-code.php
 - Presbyterian Church of Queensland Safe Ministry with Children Policy (as above)
 - Presbyterian Church of Queensland Safe Ministry with Children Code of Conduct (as above)
 - PresSafe requirements and values https://pressafe.org.au/

Signature	// day / month / year
Signature	day / month / year

Personal and sensitive information provided by you and collected by the Presbyterian Church of Queensland will be used in conformity with our Privacy Policy (which can be found at https://pcq.org.au/pcq-policies-and-procedures.php or emailed to you on request). This information is collected for the primary purpose of the screening and approval of Calls, Appointments, or employment within or by the Presbyterian Church of Queensland.

General information for Appointing Body Representative

Once completed, the appointing body of the Church (Session, Presbytery, or Assembly Committee/Board) is to submit this form to the Church's Human Resources Department via https://appointments.pcq.church/ or HR@pcq.org.au who shall forward it to the PresSafe Risk Management Officer. The PresSafe Risk Management Officer shall advise the Church's General Manager and Human Resources Department if the Church's PresSafe requirements have been met. No appointment shall be finalised until the Church's PresSafe requirements have been met.