Noarlunga Downs Primary School
Pastoral Care Worker

(Previously “School Chaplain” or “Christian Pastoral Support Worker”)

For more information about the school please visit www.ndownsps.sa.edu.au

Job Specification

1. **Role of the Pastoral Care Worker**

   SMG Pastoral Care Workers provide chaplaincy services to government schools.

   Pastoral Care Workers’ main tasks are:

   (a) To support the school in its aim to be a safe and supportive learning environment
   (b) To support the wellbeing of students, staff, and families
   (c) To link families to community resources and services.

   The Pastoral Care Worker will address these tasks by fulfilling the following specific roles:

   1.1 **A Pastoral Role**

   - participate in a wide range of school community activities, and support staff, to contribute to a caring and inclusive learning environment within the school
   - on request, provide support or information to students, staff and families in areas effecting their wellbeing
   - on request, provide on-going personal assistance to individual students, subject to appropriate consent, duty of care, confidentiality and disclosure requirements
   - be available to provide ongoing support to individuals and/or families
   - provide additional opportunities for students, staff, and families to feel supported.

   1.2 **A Referral Role**

   - provide factual and impartial information about, network with, and be a link to, the support and services provided through community groups, including church groups, local council and government agencies
   - consult and liaise with student counsellors and other staff about student safety, wellbeing or learning while maintaining appropriate confidentiality, and referring students to other staff as required
   - be a mandated notifier, and thus be required to report any suspected abuse or neglect.

   1.3 **A Resource Role**

   - provide a reference point for addressing social, religious or spiritual issues
   - provide access to resources from the broader community which complement and support the school’s focus on wellbeing
   - be available to give input into health, social skills, and values courses (e.g. in the areas of grief, self-confidence, or relationships)
   - be available to give assistance with camps and excursions, and, where appropriate, initiate activities such as voluntary clubs or groups in the school
   - support groups such as the Student Representative Council and the Peer Support Program
   - on request, assist the principal to liaise with the local church community and the school for the provision of optional ‘Religious Education Seminars’ in school time.
2. Term of Appointment

2.1 The position will commence with a three-day Orientation Training program in Term 4 (see page 9 for dates and further details).

2.2 The position ideally commences in the school at the beginning of Term 1, 2017.

2.3 The length of appointment is currently aligned to the 2015-2018 National School Chaplaincy Program (NSCP). Therefore, the appointment is subject to the school continuing to receive NSCP funding for Chaplaincy services.

2.4 Beyond 2018, the appointment is subject to the availability of ongoing funding.

2.5 The appointment is also subject to successful performance reviews, initially held at the end of the first year of appointment, and then every two years thereafter.

3. Conditions

3.1 The Pastoral Care Worker will be employed **12.5 hours per week**, providing a consistent, optimal presence at the school, as negotiated with the school and SMG Regional Manager. The Pastoral Care Worker will also ideally have the flexibility to be able to attend special school functions such as assemblies, excursions and camps, as negotiated with the school. The Pastoral Care Worker’s hours include attendance at any required meetings as described in 5.2 and 5.3.

It is possible additional hours may be offered from time to time by the local Support Group and/or Community as funds become available.

3.2 The Pastoral Care Worker is appointed by the Selection Panel, consisting of representation by the Principal (or nominee), Governing Council, a local church or Support Group member, and the Schools Ministry Group (SMG) Regional Manager.

3.3 The Pastoral Care Worker will be directly responsible to the Principal for all school related activities and will adhere to all school policies.

3.4 The Pastoral Care Worker will be employed on an ongoing casual basis by Schools Ministry Group. Standard employment is for a total of 42 weeks per year, made up of the 41 week school year including ‘week 0’, PLUS one additional week of training and development (see 3.6 below).

The hourly rate for a commencing Pastoral Care Worker is $24.96 an hour. Rates of pay for 2015-2018 increase in line with their years of experience.

3.5 Two weeks’ notice of resignation should be given in writing to SMG.

3.6 Training and Development:

a. The Pastoral Care Worker must attend all compulsory training events facilitated by SMG, including Orientation Part 1 and Part 2, the annual 3-day SMG conference, and fulfil any other minimum qualification and/or individual Professional Development Plan requirements

b. In addition, Pastoral Care Workers are required each year to undertake the equivalent of one week’s worth of training and development relevant to their position, as identified through their “Work and Professional Development Plan”

c. The Pastoral Care Worker is required to participate in SMG District Groups a minimum of once per term.

3.7 The Pastoral Care Worker will exercise the appropriate level of duty of care, adhere to the SMG Code of Conduct, and act consistently with consent, confidentiality and disclosure requirements.

4. Access to the Pastoral Care Worker by Students

Access to the chaplaincy service provided by the Pastoral Care Worker shall be voluntary, preferably outside of lesson time.

The Pastoral Care Worker will be expected to be accessible at set times and places as negotiated with the Principal.

The school will make the necessary arrangements to facilitate student access and communication with the Pastoral Care Worker, within the requirements of duty of care and consent.

Where appointments with the Pastoral Care Worker are requested by students, or recommended by staff or parents, the appropriate school-approved process including required consent, will be followed in order to ensure student accountability and the provision of a safe environment.
5. **Relationships within the Chaplaincy Services partnership**

Chaplaincy Services are provided to a school through a partnership between the school, SMG, the local combined Christian community and the Pastoral Care Worker. Therefore, Pastoral Care Workers represent the local Christian Community and SMG in their work and life.

The following defines the roles, responsibilities, and communication requirements between the Pastoral Care Worker and members of the chaplaincy service partnership:

5.1 **Relationship with Members of the School Community**

The Pastoral Care Worker’s role is complementary to other roles within the school.

**The Pastoral Care Worker will:**

- be regarded as a member of the school community and therefore will be welcome to participate in a range of school activities with staff, students and the wider community
- be accessible to staff on staff initiative
- report to their Line Manager/Principal and/or Governing Council as required.

5.2 **Relationship with Local Church Chaplaincy Support Group**

*Noarlunga Schools Chaplaincy Committee Inc.* will:

- facilitate pastoral care to the Pastoral Care Worker by the local church, through an individual or small group
- facilitate through local churches practical support, volunteers, and resources to enhance the work of the Pastoral Care Worker
- organise Pastoral Care Workers to attend required Support Group meetings
- organise Pastoral Care Workers to speak at churches to promote their role
- promote and profile to the church community the value of the chaplaincy service provided by the Pastoral Care Worker.

**The Pastoral Care Worker will:**

- attend Support Group meetings as negotiated
- attend services of supporting churches as nominated and required by Support Group (no more than 1/ term)
- provide a written report to the Support Group as required
- provide items/articles for local church newsletters
- attend Commissioning Services
- attend events as required that profile/fundraise for schools ministry in the local community
- communicate regularly with the supporting churches about his/her work.

5.3 **Relationship with Schools Ministry Group (SMG)**

SMG will:

- facilitate the initiation, provision, coordination and support of chaplaincy services through the Pastoral Care Worker to government schools in South Australia
- provide pastoral support to the Pastoral Care Worker from their Regional Manager, and by the provision and coordination of regular District Group meetings
- ensure employment compliance and provide a Payroll function for all CPSWs – includes contract, super, pay slips
- offer support and advocacy for Pastoral Care Workers where necessary.

**The Pastoral Care Worker will:**

- attend training and meetings as required by employment agreement
- in conjunction with their school Line Manager, develop and implement a Work & Professional Development Plan
- operate within the Job and Person Specification for their school context and the Pastoral Care Worker Code of Conduct
- provide a written report to SMG as required.
Pastoral Care Worker Selection Criteria

Personal Faith:
- a personal commitment to Christian faith and values and able to give adherence to the beliefs held in common by the supporting churches, as stated in the Nicene Creed – (see appendix D)
- active and regular involvement in a Christian Community

Experience:
Demonstrated relevant experience:
- working with young people, working as a member of a team, networking with community groups, supporting people
- analysing situations and responding appropriately and ethically to individuals with personal difficulties

Knowledge:
- the characteristics and needs of young people and their families.
- current social, community and educational issues related to young people and families
- considerations regarding working with the variety of Christian churches and denominations

Qualifications / Education:
Minimum qualification:
- Certificate IV in Youth Work or Certificate IV in Pastoral Care that contains CHCCS422B (‘Respond holistically to client issues and refer appropriately’) and CHCMH301C (‘Work effectively in mental health’)
- an equivalent or higher qualification which must include competencies in ‘mental health’ and ‘making appropriate referrals’.

Equivalent or higher qualifications include, but are not necessarily limited to:
- Certificate IV or higher qualification from the CHC08 Community Services Training Package that contains CHCCS422B (‘Respond holistically to client issues and refer appropriately’) and CHCMH301C (‘Work effectively in mental health’)
- a qualification which enables full registration (or is currently registered) as a teacher or school counsellor in South Australia
- a qualification listed as an accredited course by the Psychology Board of Australia (PBA) and the qualification contains an accredited sequence of psychology units
- a qualification consistent with the requirements for membership with the Australian Association of Social Workers (AASW)
- the Australian College of Theology’s internal award of the Certificate in Theology when undertaken with the electives of ‘Introduction to Pastoral Care’ and ‘Advanced Pastoral Care’ as part of the course of study

Applicants who do not meet the above minimum required or equivalent qualifications may still apply if they hold a qualification (Certificate IV or higher), or are part way through a higher level qualification, that is directly relevant to the Pastoral Care Worker’s role, and agree to have their current qualification assessed for equivalency.

Additionally, applicants who are yet to complete the minimum qualification may be considered. Their appointment would be subject to approval from DECD. This would require the applicant to agree to complete the qualification within a pre-specified time period (e.g. 6 months or an appropriate time period).

Personal Skills and Abilities:
- communicate effectively (including empathetic listening) with young people and adults
- interact effectively with people who hold diverse religious and cultural beliefs and values
- work collaboratively across Christian denominations
- take initiative and be self-managed
- responsive to direction and feedback
- computer literacy skills including email, internet and word processing
CODE OF CONDUCT
For SMG Pastoral Care Workers providing Chaplaincy Services in Government Schools

- This Code of Conduct is applicable both professionally & personally -

Introduction
This Code of Conduct for Pastoral Care Workers (formerly Christian Pastoral Support Workers or Chaplains) has been developed by Schools Ministry Group Incorporated (SMG) in consultation with the Department of Education and Child Development.

The Code of Conduct should be read in conjunction with these documents:

• DECD Policy for Religious Activities in government schools (as amended and updated from time to time)
• The Pastoral Care Worker’s Job and Person Specification.

Compliance with the Code of Conduct is a condition of employment by SMG in the provision of chaplaincy services as a Pastoral Care Worker to government schools.

Pastoral Care Workers are endorsed by and work on behalf of the combined Christian community in South Australia. Therefore, they are to uphold the principles of the Christian faith and are expected to adhere to a high level of ethical and moral conduct.

The following items constitute the Code of Conduct:

1. Pastoral Care Workers must model lawful and ethical conduct, and Christian morals and values.

Pastoral Care Workers are reminded that it is unlawful to:

1.1 Perpetrate verbal, emotional, physical or sexual harassment or abuse
(Ref: Equal Opportunity Act 1984*)

1.2 Become involved in a sexual relationship with a student under the age of consent
(Ref: Criminal Law Consolidation Act 1935*)

1.3 Not comply with Mandatory Notification requirement:
(Ref: Child Protection Act 1993*)

1.4 Use an illegal substance or supply legal substances illegally (Ref legislation)
(Ref: Controlled Substances Act 1984*)

1.5 Discriminate against any person on the basis of sex, sexuality, marital status, pregnancy or disability
(Ref: Equal Opportunity Act 1984 & Disability Discrimination Act 1992*)

1.6 Contravene occupational health, safety and welfare requirements.
(Ref: Occupational Health, Safety and Welfare Act 1986*)

* For more information or to view these Acts visit http://www.legislation.sa.gov.au/browseActs.aspx and search for the specific Act by name (as italicised above) in the A-Z Index.
It is unacceptable for a Pastoral Care Worker to:

1.7 Initiate or become involved in relationships of a sexual or inappropriate nature with any persons to whom they are not married (including any relationship with a student, a relationship which involves cohabitation or any behaviour which is considered to be sexually intrusive by another person).

1.8 Be under the influence of drugs, alcohol or any substance, which may impair their judgement or could adversely affect their personal work performance or the safety and wellbeing of others.

1.9 Consume with, or supply to students alcohol, tobacco or any non-prescription drugs.

1.10 Have students frequent or reside with them without the approval of the School Principal and Schools Ministry Group.

1.11 Buy goods from students or sell goods on students' behalf unless it is for a legitimate fundraising endeavour.

2. Respect and be inclusive of the diversity of community cultures and faiths.
   This includes:

2.1 Refraining from using their role to proselytise i.e. to push the beliefs or practices of any one denomination or group. In a voluntary setting, it may be appropriate to provide an opportunity for students to clarify and respond to the Christian faith.

2.2 Explaining carefully, when asked their view on an issue, that this view may differ from that of other Christians, and other groups.

2.3 Avoiding theological terminology and any language that assumes that those they speak with share their Christian beliefs.

2.4 Seeking, when approached by a student who wishes to attend a local church or associated youth group, to ascertain the particular needs of the student, whether there is any family history of church attendance. Where there is no history of church involvement / attendance, any advice must be from an ecumenical perspective, that is, outlining the range of different church options available. It is therefore required that the Pastoral Care Worker has an understanding of and relationship with local churches.

2.5 Checking that the advertising of any event is cleared with the Principal and local inter-church group. Any advertising should be honest about the nature of the event or activity, for example if the event is primarily a worship event then it should not be advertised as a concert, or even if the event comprises a number of different aspects then this needs to be made clear.

3. Comply with school and DECD policies.
   This includes:

3.1 Understanding and complying with departmental policy regarding religious education and contentious issues.

3.2 Respecting and supporting the role of the teacher in relation to the learning program of the students and overall duty of care.

3.3 Being familiar, and complying, with all school policies, including standards of behaviour, dress and language.
3.4 Understanding and supporting departmental policy regarding privacy, confidentiality, referral and teachers’ duty of care. This means that Pastoral Care Workers must:

- Explain to students, and enact, their obligation to report to a teacher information about a student’s safety or wellbeing which the teacher would need to ensure their duty of care is fulfilled and appropriate care provided to a student
- Inform teaching staff whenever a student indicates, or the Pastoral Care Worker assesses, he or she might need help for themselves or someone else in relation to their learning and/or wellbeing
- Inform the principal or delegate of any issue relating to duty of care for a student.

3.5 Ensuring any activity they organise during school time and of significance in terms of social and emotional health and wellbeing is conducted in line with DECD policy.

3.6 Maintaining records as required by the principal and DECD policy.

3.7 Being trained in and enacting mandatory notification requirements.

4. Ensure that their public statements are positive and respectful of the school community, DECD and its Minister, the Christian community, Schools Ministry Group, and the Chaplaincy Service. Their public statement must also not reveal any confidential issues in regard to these groups. This includes:

4.1 Consulting with and taking direction from the school principal before making any media statement on matters related to the school or education in general. If it is a state-wide or Adelaide-wide media outlet or in relation to the state wide Chaplaincy Service the Pastoral Care Worker should also consult with their SMG Regional Manager or the Executive Director.
Basis of Belief

NICENE CREED

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father; through him all things were made. For us and for our salvation he came down from heaven, was incarnate of the Holy Spirit and the virgin Mary and became truly human. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is worshiped and glorified, who has spoken through the prophets. We believe in one holy catholic and apostolic Church. We acknowledge one Baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.
Important Information about Applying for Appointment to a Pastoral Care Worker Position

*This application must be lodged before the advertised closing date of:
Wednesday 9th November 2016, 5pm.

Please send your completed Application Form (attached below) with supporting documents to:
Attention: Regional Manager:
Email to: angelo@smg.asn.au
Or Post to: Schools Ministry Group, 12 Angus Ave, Edwardstown SA 5039
Or Facsimile to: 08 8378 6808

When sending in your application, PLEASE INCLUDE:
☐ Signed copy of this application (keep a personal copy for yourself)
☐ Copy of relevant qualifications and academic transcripts
☐ Brief relevant resume
☐ Optional: a written reference

THE PROCESS for Appointment to a Pastoral Care Worker position:
  a. Your Application for a position (the following form submitted to SMG for the panel's consideration)
  b. Shortlisting by selection panel
  c. Interview by selection panel
  d. Completion of SMG Orientation Training, Checks, etc.
  e. Appointment to the school as a Pastoral Care Worker.

Interviews will take place on- Monday 22nd November, 2016

PLEASE CONSIDER:
The successful candidate will not be able to start in the role, and the appointment will not be formally confirmed, until SMG receives from the candidate a current, satisfactory Department for Community and Social Inclusion (DCSI) National Criminal History Record Check. To be considered current, the Certificate must be dated within 3 years of the date of appointment to the school. Due to the lengthy processing time, and therefore to avoid delays starting at the school, SMG recommends that applicants apply now for their DCSI check. Go to Child-related employment screening form – DCSI to download the forms and lodge with an Australia Post outlet.

- The successful candidate will need to make themselves available in Adelaide for the following training dates:
  - Monday 12th December 2016 – Responding to Abuse and Neglect - Education and Care Training
  - Tuesday 13th and Wednesday 14th December 2016 – Orientation Training Part 1
  - Monday 3rd and Tuesday 4th April 2017 – Orientation Training Part 2

- For further information call Angelo Likouras Schools Ministry Group on 8378 6829 or go to www.smg.asn.au

AND...
GUIDELINES for completing your application:

- **STUCK or NEED HELP?** Call 8378 6800

- Please **type** your application using the APPLICATION FORM (following and attached).

- **Contact Details** (see application form): please include an email address for ease of communication with you.

- **Australian Citizenship** (see application form): If you are NOT an Australian citizen, do you have residency, a Visa or other authority allowing you to work? (proof of this will be required)

- You need to **lodge this application before the advertised closing date** for the particular school vacancy.

- **The Selection Panel** at the school will consist of an SMG Regional Manager, up to two representatives from the school leadership (usually the Principal and one other), and up to two representatives from the local church communities.

- Make the most of your pages allowed for **addressing the Selection Criteria** (as described on page 4 of the Job Specification, and listed in the Application Form following for you to address). Tell the panel as much as you can about your skills and abilities, experience, knowledge, and vision for the role. Ensure that you address all the points listed in the Person Specification. Please keep the panel’s diversity in mind as you write your application and if you are offered an interview.

- **Do not assume** that if you tell us you have been involved in certain activities, that the panel will be able to determine your level of experience, knowledge or ability. **Your application needs to demonstrate** your level of experience, knowledge or ability (use examples as necessary, and how your skills are transferrable into this role).

- **Your Qualifications**: a copy of your qualification certificate and academic transcript is required (or will be requested later). Include copies (NOT originals) of documents as requested in the application form.

- **Referees** (see application form): Please provide the names and phone numbers of at least two referees. One must be a Minister, Priest, Pastor or leader of the Christian community you are currently attending to confirm your suitability to represent the combined Christian Churches. The other referee needs to be a current or recent employer or supervisor (in a paid or voluntary capacity) to talk about your work history. We will require a referee to provide informed comments on your experience and competency working and relating with young people and/or their families. If either of these first two referees are unable to comment on your working with children and families please also provide a third referee. Please state the position these referees hold and/or their relationship to you. We may contact these referees at any time during the appointment process.
Application Form for Appointment to a Pastoral Care Worker Position

Addressing the SELECTION CRITERIA (to the Panel)

Which School are you applying for? .................................................................

My Contact Details:

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Referees

Please provide the names and phone numbers of at least two referees. One must be a Minister, Priest, Pastor or leader of the Christian community you are currently attending to confirm your suitability to represent the combined Christian Churches.

The other needs to be a current or recent employer or supervisor (in a paid or voluntary capacity) to talk about your work history.

We may require a referee to provide informed comments on your experience and competency working and relating with young people and/or their families. If either of these first two referees are unable to comment on your working with children and families please also provide a third referee.

We may contact these referees at any time during the appointment process.

Church Leader Referee (e.g. minister, pastor, priest): Name: ________________________________

Contact ph.: ___________________ mobile: _________________________

Relationship: ____________________________

Previous Recent Employer/Supervisor Referee: Name: ________________________________

Contact ph.: ___________________ mobile: _________________________

Position: ________________________________

Other Referee (If Required): Name: ________________________________

Contact ph.: ___________________ mobile: _________________________

Relationship: ________________________________
Qualifications / Education:
Refer to Selection Criteria for specific requirements, but you may also include any other qualifications and courses you believe would support your application e.g. ministry, humanities, community services, etc.

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☐ I have attached a photocopy of my relevant qualifications and academic transcript

Personal Faith:
(Please tick if you agree :) ☐
☐ I have read and give adherence to the beliefs held in common by the supporting churches, as stated in the Nicene Creed (see appendix D)
☐ I am actively and regularly involved in the following Christian community:

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<th>Church name:</th>
<th>Denomination:</th>
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In 300 – 500 words below (or one page), please describe the nature of your regular and active involvement within your Christian community, and, outline how your faith would impact on your role as a Pastoral Care Worker.

Experience:
Please tell us below (in 300 – 500 words or one page) about your demonstrated relevant experience in:
- Working with young people, working as a member of a team, networking with community groups, supporting people.
- Analysing situations and responding appropriately and ethically to individuals with personal difficulties.

Knowledge:
Please tell us below (in 300 – 500 words or one page) about your knowledge of:
- The characteristics and needs of young people and their families.
- Current social, community and educational issues related to young people and families.
- Considerations regarding working with the variety of Christian churches and denominations.

Personal Skills and Abilities:
Please tell us below (in 300 – 500 words or one page) about the evidence of your ability to
- Communicate effectively (including empathetic listening) with young people and adults.
- Interact effectively with people who hold diverse religious and cultural beliefs and values.
- Work collaboratively across Christian denominations.
- Take initiative and be self-managed.
- Respond to direction and feedback.
- Use computer literacy skills including email, internet and word processing.

In addition, please feel free to give examples of any special interests and skills that you believe would be useful in the role and in the school context (for example: skills in photography, sports, drama, music, etc.)

NOW CONTINUE TO THE FOLLOWING PAGES to complete your application
Application Form for Appointment to a Pastoral Care Worker Position

REQUIRED INFORMATION (to SMG)

Your Name ...........................................................................................................................................

Name of School applied for: ..................................................................................................................

I heard about this job: (please tick ALL RELEVANT boxes)
☐ SMG website   ☐ newspaper   ☐ church   ☐ Career One Website
☐ radio   ☐ personal contact/friend   ☐ other (please specify)

Citizenship:
Are you an Australian Citizen? (please tick one)   ☐ yes   ☐ no
If you are NOT an Australian citizen, do you have residency, a Visa or other authority allowing you to work?
☐ yes (proof of this will be required)   ☐ no

National Criminal History Record Check:
☐ I already have a Department for Community and Social Inclusion (DCSI) National Criminal History Record Check, dated: ___________ OR
☐ I have submitted an application to obtain a Department for Community and Social Inclusion (DCSI) National Criminal History Record Check on: ___________ OR
☐ I am willing to obtain a Department for Community and Social Inclusion (DCSI) National Criminal History Record Check

Responding to Abuse and Neglect in Education and Care training 2015-2017:
I have completed Responding to Abuse and Neglect in Education and Care Training 2015-2017

OR

I am willing to obtain Responding to Abuse and Neglect in Education and Care Training 2015-2017

Christian Life & Journey:
Briefly describe some of the defining aspects of your Christian life and journey (in one or two paragraphs below):
Agreement:
I hereby apply to be a Pastoral Care Worker with Schools Ministry Group (SMG) and accept the privacy statement and the requirement for information to be obtained about me.

☐ I have read the Code of Conduct contained within this document.

☐ I am currently, and will continue to, adhere to the Code of Conduct as a condition of my employment.

☐ I would be willing to undergo a vocational assessment prior to my appointment if required.

Privacy Statement:
The information provided will be used by Selection Panel for the purpose of assessing the suitability of the candidate to provide chaplaincy services in the position of Pastoral Care Worker.

Information Release:
Confidential information from your nominated Referees is obtained by the Panel as part of the selection process. These reports are provided to the Panel in-confidence and for that purpose only. The contents of the reports will neither be made available nor discussed with the applicant. Please indicate your willingness for this confidential information to be obtained by the Panel and your understanding that you will not have access to any of the information thus obtained by the Panel, by signing below.

If lodging electronically (e.g. by email) please mark this space with an ‘X’ [         ] and date [             ] to acknowledge and accept the terms of this application.

If lodging by mail or facsimile please sign below to acknowledge and accept the terms of this application.

NAME………

SIGNED ..........   DATE ..........

OFFICE USE ONLY

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<th>Qualifications:</th>
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<td>Yes meets min qualifications</td>
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<td>Requires Equivalency assessment</td>
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Training Services feedback received & summary: