



PRESBYTERIAN COUNSELLING SERVICE APPLICATION FOR CONTRACT COUNSELLORS

Name: _____

Business Name: _____ **ABN:** _____

Address:
(Bus. & Home) _____

Phone: (W) _____ (Mob) _____

Email: _____

1. COUNSELLING QUALIFICATIONS:

- (A) Please outline in the space provided formal qualifications relevant to your work as a Counsellor. Include in your list the courses taken, year completed, institution, and any relevant study that has increased your expertise in specific areas (eg. workshops attended etc.)

(C) Please list your primary areas of expertise including those areas in which you have completed significant additional training for or those areas in which you have particular interest.

(D) Please state briefly the theories and models you use in your practice. What techniques do you find yourself using most frequently and why?

3. COUNSELLING IN A CHRISTIAN CONTEXT

The following questions are intended to ascertain your understanding of Christianity and how it relates to your practice as a Counsellor.

(A) Please indicate your understanding of what a Christian is and how that affects you personally.

More space over page

(B) How does your understanding of Christianity relate to your practice as a Counsellor?

What is your view of the use of Scripture and prayer in the counselling process?
Please illustrate with an example from your counselling experience.

(C) In your view, how can a Counsellor complement the ministry normally provided by a minister in the client's local congregation?

MORE SPACE OVER PAGE

- (D) To what extent would you expect differences in belief and value systems between yourself and the client or referring agency to affect your professional practice as a Counsellor?

(E) Please make comments in note form on your approach to the following scenarios. What counselling theory or methods would you use? What biblical principles or verses of scripture are relevant to this situation? Are there roles which are appropriate for the client's Pastor/Minister take and roles are appropriate for you in this situation?

- A young Christian girl aged 18 is referred to you because she is 8 weeks pregnant and is indecisive about what action she should take. She hasn't told her parents. She has just started University and would like to be able to complete her course. She asks you: should she have an abortion?

- A Christian couple attend for relationship counselling. In the course of your first contact, the husband reveals that he is having a homosexual affair. He reports feeling extremely guilty about his actions. His wife wants to try to make the marriage work. However, he is not sure about the direction he should take. Should he leave his wife or his homosexual partner? He also has some questions about sin. Is it sinful to continue in a loving homosexual relationship?

4. PRACTICAL ISSUES

(A) Please indicate the cost per hour for your counselling service. Include details such as GST, travel etc.

(B) Please indicate the hours of operation (e.g. Monday to Friday, weekends, centre based or home visits.)

(C) Please indicate what type of work you are interested in for referral.

- | | |
|---|---|
| <input type="checkbox"/> Depression /Mood Disorders | <input type="checkbox"/> Grief & Loss |
| <input type="checkbox"/> Adult Survivors of Child Abuse | <input type="checkbox"/> Anger Management |
| <input type="checkbox"/> Relationship Counselling | <input type="checkbox"/> Stress / Anxiety |
| <input type="checkbox"/> Couple/Family therapy | <input type="checkbox"/> Pain / Disability |
| <input type="checkbox"/> PTSD / Trauma counselling | <input type="checkbox"/> Dissociative Disorders |
| <input type="checkbox"/> Teenagers | <input type="checkbox"/> Children |
| <input type="checkbox"/> Other please specify _____ | |

(D) Please advise us if you speak or understand another language.

(E) Please provide us with the details of your Professional Indemnity Insurance and attach proof.



BREAKING THE SILENCE

100 POINT CHECK - New South Wales

When you submit a Working with Children Check Background Check (Attachment 5) you must include certified copies of original documents adding up to a minimum of 100 points as required by the 100 Point Check.

All copies must be certified by a Justice of the Peace, the Minister of the Pastoral Charge, the Session Clerk or the person formally appointed by the Session as the Child Protection Contact Person under Breaking the Silence. The person certifying the copy must write "I certify that I have sighted the original document and that this is a true copy of that document," date, sign and print their name on the back of each copy.

1. Tick the box next to each document you provide.
2. Ensure the total points provided are equal to or greater than 100.
3. Attach certified copies of the documents.
4. Return to the CPU with the Working with Children Check Background Check Consent (Attachment 5).

70 points

Name verified from one of the following (more than one document from this list *cannot* be counted):

- Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents.

For person under 18 years, one document from the above list, or the following, is sufficient:

- Identity of the person verified by an educational institution, either on a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the person currently attends the institution.

-/PTO



BREAKING THE SILENCE

40 points

Name and photograph/signature verified from one of the following (more than one document can be counted):

- Current driver photo licence issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

35 points

Name and address verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

25 points

Name verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.

ATTACHMENT 5

6.5 WORKING WITH CHILDREN BACKGROUND CHECK CONSENT



All fields must be completed. Please use block letters.

Family name: _____

Given name(s): _____

Previous names/aliases: _____

Date of birth: _____ Gender: (Please tick) Male Female

Place of birth (city, state, country): _____

Identifying document type (e.g. driver's licence/passport): _____

Identifying document number: _____

Address: _____

Suburb/Town: _____ State: _____ Postcode: _____

Contact telephone number: _____ Contact Email: _____

Title of position applied for: _____

Type of position (Please tick):

Paid employee Religious leader/spiritual official of a religion Foster carer

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. a national criminal record check for charges and/or convictions (including spent convictions) for:

- any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
- any child-related personal violence offence;
- any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;

punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

ATTACHMENT 5 (CONTINUED)

2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and
3. a check for relevant employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.



I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child-related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a Registrable person under the Child Protection (Registrable Offenders) Act 2000, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk.

I acknowledge that:

- the above information and any information obtained during the Working With Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working With Children background check with each other to support further estimates of risk arising from additional Working With Children background checks;
- the outcome of an estimate of risk conducted with information obtained through the Working with Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Name: _____

Signature: _____ Date: _____

NOTE: This form is to be kept by the employer.

6.4 PROHIBITED EMPLOYMENT DECLARATION



The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under *Commission for Children and Young People Act 1998*:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

ATTACHMENT 4 (CONTINUED)

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.



I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

All fields must be completed. Please use block letters.

Name: _____

Aliases (previous/other names): _____

Date of birth: _____

Signature: _____

Date: _____ Contact telephone number: _____

Contact Email: _____

NOTE: Seek legal advice if you are unsure of your status as a prohibited person.

THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER