



Interviewing the applicant

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Purpose

This document has been produced to assist church council members/delegates to screen applicants to work with children in congregations.

Name of congregation: _____

Date: _____

Applicant's name: _____

Church council delegate's name: _____

Beginning the interview conversation:

Before any person can work with children and young people, an appropriate screening process must be undertaken. Our screening process includes the requirement that you hold a current blue card, complete a written application and declaration, participate in an interview/conversation about your application, and provide the names of two people we can speak with to confirm your suitability to safely work with children. Your application has been received, and this interview is the next step in the process.

Each part of the application process is completed with prayerful consideration of the gifts and graces of the applicant and the needs of the church.

We actively seek to exclude people who may abuse children and young people by applying suitability screening which includes criminal history checks (blue cards), applicant interviews, and referee interviews. Appointment of successful applicants is subject to the receipt of positive notice from Blue Card Services. If you are applying to be a driver, or first aid officer, please provide your current licence and/or certificate for sighting.

1. What has prompted you to offer your services to our children's ministry?

2. What experiences have prepared you for this work?

3. How would you describe your personality and character?

4. How would you describe your strengths?



5. Can you tell me about a time when you've worked as part of a team, and showing respect to others has been challenging?

6. What skills or qualities make you suitable to work with children?

7. In what area of your skill or ability do you require assistance or development?

8. Can you tell me about a time when you've been asked to be accountable for your actions?

9. You signed a declaration as part of your application, asking about anything that makes you unsuitable to work with children. (Discuss any circumstances listed there). Note: seek assistance from the HR manager Synod Support Services prior to this conversation.

10. Do you have any questions?

Thank you for your time. Your referees will be contacted, and then the church council will consider your application. If they determine that working with children is not suitable for you, they may suggest an alternative. If they approve your application, you will be asked to complete a blue card application form or authorisation to confirm a valid card application. When you have completed the Safe Ministry with Children training, and the Working With Children Check requirements are met, you will be able to commence your role.

Document Review History

Version Number	Date	Reason	Aurthor/reviewer	Approved
1.0	22.01.2016	Created to support Safe Ministry with Children policy, Overseeing safe ministry with children and Selecting Leaders and helpers processes	<ul style="list-style-type: none"> • Safe Ministry (children) administrator • General counsel • Risk & Insurance manager • Human Resources manager 	Associate general secretary
Due	22.01.2017	Review cycle – every year		