

APPLICATION FOR A LOCUM TENENS

Incumbent to complete	
<i>Applicant's Full Name</i>	
<i>Parochial Unit</i>	
<i>Incumbent's Full Name</i>	
<i>Type of leave</i>	<input type="checkbox"/> Long Service Leave* (has approval of Regional Bishop) <input type="checkbox"/> Annual Leave* <input type="checkbox"/> Sick Leave <input type="checkbox"/> Other, please specify:
<i>Period of leave</i>	<p>The applicant will be licensed as Locum Tenens for this period. If the applicant will be locum while you are on a combination of leave, eg Annual and Long Service leave, please indicate the start and end of the total leave, not just the Long Service leave.</p> <p>Start date: _____</p> <p>End date: _____</p> <p>The applicant will be working _____ day/s per week.</p>
<i>Stipend</i>	<p>The applicant will be paid a stipend not less than the minimum stipend recommended for that position, ie \$_____ per day.</p>
<i>Benefits</i>	<input type="checkbox"/> Travelling allowance in accordance with diocesan scale <input type="checkbox"/> Travel benefit in lieu <input type="checkbox"/> Housing provided

Undertaking by Incumbent

In the event of my not returning and resuming my duties by the above end date, provided that no extension of leave is granted, or I am hindered by illness, or other reasonable cause, I hereby authorise the Archbishop of Sydney for the time being, or his Commissary, to declare my cure vacant, in order that another incumbent may be appointed.

Signature: _____ Date: _____

Privacy Certification by applicant

I consent to the information that has been provided on this form being collected, used and disclosed by the Archbishop's office for the purpose of that office and in particular to license me to the above position.

Signature: _____ Date: _____

A copy of the Archbishop's office Privacy Statement can be found at <http://www.sds.asn.au/site/103311.asp>

** Please note that you will need your Regional Bishop's approval if you intend travelling overseas while on leave.*

*This application needs to be fully completed by the incumbent and applicant and returned to the Diocesan Registry **before** the incumbent goes on leave. The Working with Children Check (Attachments 4 & 5) need to be completed by the applicant and returned to the Registry as soon as possible. A 100 points check is now required for all background checks (Attachment 5). Please refer to the sheet '100 points identity check'.*

If the applicant is a clergyman from outside the Diocese of Sydney, this will need to be approved by your Regional Bishop. The necessary Oath and Declarations and a confidential questionnaire will need to be completed by the applicant at an interview arranged with the Regional Bishop.

**Please return this form fully completed and signed to: Diocesan Registry,
PO Box Q190, QVB Post Office NSW 1230**