

General Information

This form is used by the Department of Education and Early Childhood Development (DEECD) as part of the assessment process to determine whether a person is suitable for employment, volunteering or other engagement for work with DEECD.

Unless statutory obligations otherwise require, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to your suitability for other positions within DEECD.

Privacy Statement

On this form we ask you for personal information such as gender, date of birth, driver's licence number or passport details to verify your identity. The information will be used to ensure that the national criminal history check is yours and not another person's with the same name. Detailed information will not be returned to the school or hiring business unit.

If you have any concerns about providing the information requested please call the Conduct and Ethics Branch on (03) 9637 2594 and they will be able to assist you. Please be assured that any information provided to us is kept confidential and any concerns you may raise about the way we handle your information will also be kept confidential.

Information which may uniquely identify you e.g. driver's licence or firearm licence numbers or passport details, will be retained only until the national criminal history check has been completed and your suitability for employment has been established. (See Section 4 of this form.)

It is important that your information is accurate and up to date. If you think that any information we hold about you requires correction or updating please call the Conduct and Ethics Branch on (03) 9637 2594. If you choose not to tell us something that we have requested, we will be unable to proceed with your application.

National Criminal History Check

A national criminal history check is an integral part of the assessment of your suitability for employment, volunteering or other engagement for work with DEECD.

Information extracted from this form will be forwarded to the CrimTrac Agency and other Australian police services¹ for checking action. By signing this form you are giving your consent to these agencies to disclose to DEECD, criminal history information from their records that is about you; and/or access their records to obtain criminal history information that in turn will be disclosed to DEECD.

Such criminal history information may include outstanding charges and criminal convictions and/or findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the Information Release Policy of the relevant jurisdiction.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

Spent Conviction Schemes

Child-related employment screening has been conducted around Australia for several years in an attempt to minimise the risk of harm to children by persons responsible for their care and supervision. A key component of this is the provision of criminal history information (including "spent" convictions and findings of guilt for prescribed/specified offences) to employers and authorised screening organisations. In New South Wales (NSW), Victoria (Vic.), Queensland (Qld.) and Western Australia (WA), child-related employment screening processes are governed by legislation.

¹ Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.

Spent Convictions Schemes - continued

Victoria Police

For the purposes of employment, voluntary work or occupational licensing/registration, police may restrict the release of a person's police record according to their Information Release Policy. If you have a police record the Information Release Policy may take into account the age of the police record and the purpose for which the information is being released. If ten years have elapsed since you were last found guilty of an offence, police will, in most instances, advise that you have no disclosable court outcomes. However a record over ten years may be released if it:

- includes a term of imprisonment longer than thirty months;
- includes a serious, violent or sexual offence and the records check is for the purpose of working with children, elderly people or disabled people;
- is in the interests of crime prevention or public safety.

Findings of guilt without conviction and good behaviour bonds may be released. Recent charges or outstanding matters under investigation that have not yet gone to court may also be released.

Other Australian Police Services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or Information Release Policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation, a person has the right in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt. Such convictions (widely known as 'spent' or 'rehabilitated' convictions) will be released in accordance with relevant legislation (and/or Information Release Policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

Provision of False or Misleading Information

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

You should note that the existence of a record does not mean that you will be automatically assessed as being unsuitable. Each case is assessed on its merit, so it is in your interest to provide full and frank details in this form.

Instructions for Completing this Form

Please make sure that you:

- complete all the boxes marked like this * (these are mandatory fields and your national criminal history check cannot proceed unless completed)
- sign and date the form in the presence of a witness who must also sign and date the form
- deliver the form to your school Principal, Hiring Manager or Board Secretariat
- provide to the school Principal, Hiring Manager or Board Secretariat sufficient certified identification document(s) to meet the 100-point check (see page 6 of this form for more information regarding how to certify documents)
- keep a signed, dated and witnessed copy of this form for your own records.

This page will be temporarily retained by DEECD until your suitability for engagement has been assessed by the Manager Conduct and Ethics Branch after which time all certified documentation will be destroyed.

Please deliver this printed and signed form with relevant certified identification documents to the employing Principal, Hiring Manager or Board Secretariat.

Section 1: Personal Information

Names by which I am, or have ever been known (including changes by Deed Poll):

*Family Name:			
*Given Name – first:			
Given Name – second:			
*Date of Birth: (DD/MM/YYYY)		*Country of Birth:	
*Gender: (M F U)		Suburb/Town: (Mandatory if country is Australia)	
Contact Number:		State: (Mandatory if country is Australia)	

Alternative or Previous Names (if more than one alternative or previous name, list in order below):

*Family Name:		*Family Name:	
*Given Name – first:		*Given Name – first:	
Given Name – second:		Given Name – second:	
Type of Name: (M; Maiden, A; Alias, DP; Deed Poll)		Type of Name: (M; Maiden, A; Alias, DP; Deed Poll)	

Permanent Residential Address over Last Five Years (if more than one address within the past 5 years please list. Note however, that no more than 4 addresses in total are required.)

If full details of previous addresses are unavailable, details of suburb(s), town(s) and state(s) is sufficient. Attach list if room provided below is insufficient.	If actual dates are unavailable, year(s) of residence from/to is sufficient
Current	Period of Residence: (DD/MM/YYYY)
	/ / to / /
	/ / to / /
	/ / to / /
	/ / to / /

Licence(s) and Passport Details:

Driver's Licence Number:		State/Territory of Issue:	
Firearm Licence Number:		State/Territory of Issue:	
Passport Number:		Passport Country:	Type: (G: Govt, P: Private UNR: UNRef)
Employee ID Number: (if you are a current employee)			

Criminal Convictions Spent and Current: Please tick appropriate box for ALL questions	YES	NO
1. Have you any criminal charges pending before a Court?		
2. Do you have any convictions, findings of guilt and/or pending charges against you in the state of Victoria ?		
3. Do you have any convictions, findings of guilt and/or pending charges against you in any other Australian State or Territory ?		
4. Do you have any convictions, findings of guilt and/or pending charges against you for Commonwealth offences?		

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Section 2: Purpose of Check (please tick appropriate box)

New Employee	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	*Other (specify position type):	<input type="text"/>
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Section 3: National Criminal History Check – Consent to Obtain Personal Information (Partial Exclusion)

(Please use BLOCK LETTERS and Black Ink)

I, _____ : hereby
Family Name (Current) _____ **Given Name(s) (Current)** _____

- acknowledge that I have read the Spent Convictions Schemes section of this information sheet and understand that spent convictions legislation (however described) in the Commonwealth and many States and Territories protects “spent convictions” from disclosure;
- understand that the position/engagement for which I am being considered is in a category for which a PARTIAL exclusion has been granted from the application of the spent convictions legislation and that “spent” convictions and findings of guilt relating to me of a type listed below will be released:

Serious offences, sexual offences, offences against the person, for which an exclusion has been granted in respect to my application for employment/engagement in positions/occupations involving the care, instruction or supervision of vulnerable persons (including children, aged persons and the disabled)

- confirm that I have fully completed this form and further confirm that the personal information I have provided relates to me, contains my full name and all names previously used by me and is correct;
- consent to the Department of Education and Early Childhood Development (DEECD) disclosing personal information about me from this form to the CrimTrac Agency and Australian police services;
- consent to:
 - the CrimTrac Agency disclosing personal information about me to Australian police services;
 - Australian police services disclosing to the CrimTrac Agency, from their records, details of convictions and
 - outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that may be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosure in accordance with the policies of the police services concerned; and
 - the CrimTrac Agency providing the information disclosed by Australian police services to the Department of Education and Early Childhood Development in accordance with the laws of the Commonwealth, and
- acknowledge that any information provided by me on this form, or by Australian police services, may be taken into account by the Department of Education and Early Childhood Development in assessing my suitability for the position/engagement (specify below) for which I am being considered.

specify position /engagement: _____

Note: The information you provide on this form and which the CrimTrac Agency provides to the Department of Education and Early Childhood Development on receipt of this form, will be used only for the purpose stated above unless otherwise required by statutory obligations.

Signature of Applicant: _____

Date: ___ / ___ / ____
(DD / MM / YYYY)

Signature of Witness: _____

Printed Name of Witness: _____

Date: ___ / ___ / ____
(DD / MM / YYYY)

Section 4: '100 Point Check' Validation Check List

1. Primary Documents: (only one document from the list below can be provided) <ul style="list-style-type: none"> • Birth Certificate • Birth card issues by NSW Registry of Births, Deaths and Marriages • International travel document <ul style="list-style-type: none"> ▪ a current passport ▪ an expired passport which has not been cancelled and was current within the preceding 2 years • Citizenship Certificate 	Available Points	Additional Points	Points Scored
	70	NA	
2. Secondary Documents: (Up to four documents from the list below can be provided; however only one will attract 40 points. Each subsequent document will attract only 25 points) <ul style="list-style-type: none"> • Australian driver's licence/permit • Public Service ID card • Tertiary Student ID card • Social Security Benefits card 	Available Points	Additional Points	Points Scored
	40	25	
3. Tertiary Documents : (Up to three documents from the list below can be provided but only one from each dot point) <ul style="list-style-type: none"> • Statement of verification of name and address by current employer, or a previous employer within last 2 years. • A rating Authority (e.g. Land/Water/Service rates) • Land titles Office Records 	Available Points	Additional Points	Points Scored
	35		
4. Supplementary Documents: (Up to four documents from the list below can be provided but only one from each dot point e.g. – one telecommunications account & one credit card = 50 pts) <ul style="list-style-type: none"> • Advice from Telecommunications Provider (e.g. Account/Listing) • Credit Card/Medicare Card/Eftpos card • Records of a Primary/Secondary/Tertiary educational institution attended within last 10 years. • Records of a current professional or trade association membership • Council Rates notices 	Available Points	Additional Points	Points Scored
	25		
Total Points			

Application Checklist – Office use only:

Are all mandatory fields complete?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Is the '100 Point Check' complete?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Applicant has signed and dated Section 3: "NCHC – Consent to Obtain Personal Information?"	<input type="checkbox"/>					<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Witness has also signed and dated Section 3:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Witness has printed their name?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Has a copy of Section 3: "NCHC – Consent to Obtain Personal Information?" been placed on applicant's file?	<input type="checkbox"/>					<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

HOW TO HAVE A DOCUMENT CERTIFIED

To have a document certified make a photocopy of the **original** document and take the **original and the copy** to one of the people listed below. The authorised person must make the following written statement ON EVERY PAGE.

'I have sighted the original document and certify this to be a true copy of the original.'

The authorised person must then sign and date each statement and provide their designation, e.g. Pharmacist

PERSONS AUTHORISED TO WITNESS STATUTORY DECLARATIONS UNDER the *Evidence (miscellaneous provisions) Act 1958*:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the Local Government Act 1989
- a person registered under the Health Practitioner Regulation National Law to practise in the medical profession (other than as a student)
- a person registered under the Health Practitioner Regulation National Law to practise in the dental profession as a dentist (other than as a student)
- a veterinary practitioner
- a person registered under the Health Practitioner Regulation National Law to practise in the pharmacy profession (other than as a student)
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Applicants who complete this form while interstate or overseas must have their documents certified by a person authorised to do so in that State, Territory or country.

Note: The School/Hiring Unit/Board Secretariat will neither return the certified copies of documents submitted with your application nor provide copies of these documents to you in the future as certified documentation is not retained.