

Privacy Statement

The Department of Education & Early Childhood Development (DEECD) asks you for information about yourself so that we can assess your suitability as a volunteer or new employee within the DEECD or upon a transfer/promotion to another DEECD workplace or appointment to a Victorian Government Board.

On this form we ask you for personal information such as gender, date of birth, drivers licence number or passport details to verify your identity. The information will be used to ensure that the National Criminal History Record released is yours and not another person's with the same name. Detailed information will not be returned to the school.

If you have any concerns about providing the information requested please call the Conduct and Ethics Branch on (03) 9637 2595 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 collected on this form will only be disclosed for the purpose it was collected: to be provided to the police and/or The CrimTrac Agency for the purposes of a National Criminal History Record Check.

Information which may uniquely identify you i.e., drivers licence or firearm licence numbers or passport details, will be retained on both your volunteer (paper) file and the electronic data transfer system until the National Criminal History Record Check has been completed and your suitability for employment has been established. When the National Criminal History Record Check has been completed in total, these details will be removed from both your volunteer file and the electronic system.

It is important that your information is accurate and up to date. If you think that any information we hold on you requires correction or updating please call the Conduct and Ethics Branch on (03) 9637 2595. If you choose not to tell us something that we have requested, we will be unable to proceed with your application.

Spent Convictions

The Commonwealth and a number of States and Territories operate various 'spent conviction schemes' under which a person may not be required to disclose certain convictions that occurred a number of years ago.

In general, however, these schemes do not apply regarding the disclosure of convictions to bodies employing or engaging persons in relation to care, instruction or supervision of minors where these bodies require such information for the purposes of finding out whether a person has committed certain designated offences.

DEECD is such a body and your completion of this form authorises the collection and forwarding of criminal record information to the DEECD, including information regarding spent convictions.

Instructions for completing this form

Please ensure that you:

- *Complete all the boxes * (these are mandatory fields and your criminal records check cannot be processed without completing them).*
- *Sign and date the form, and have your signature witnessed.*
- *Deliver the form to your School Principal or Hiring Manager or DEECD contact person who will arrange for the details to be sent to The CrimTrac Agency.*
- *Provide the School Principal or Hiring Manager with a certified copy of sufficient identification to meet the 100 point check.*
- *Retain a copy of the 'Consent To Check And Release National Criminal History Record' on your own personnel file with witnessed signatures.*

Section 1: Applicant Details

*Family Name: *Given Names:

* Current Residential Address: Daytime Telephone No:

*Postcode Employee ID

*Gender (M,F,U) *Date of Birth: *Country of Birth:

Previous or alternative names:
 Family Name: Given Names:

Previous Australian address (within last 5 years):
 Postcode

	Yes	No
*1. Have you any criminal charges pending before a Court?	<input type="text"/>	<input type="text"/>
*2. Victoria - Do you have any convictions, findings of guilt and/or pending charges against you?	<input type="text"/>	<input type="text"/>
*3. Others States and Territories - Do you have any convictions, findings of guilt and/or pending charges against you in any other Australian State or Territory?	<input type="text"/>	<input type="text"/>
*4. Commonwealth – Do you have any convictions, findings of guilt and/or pending charges against you for Commonwealth offences?	<input type="text"/>	<input type="text"/>

Section 2: Purpose of Check

New Employee Volunteer Promotion Transfer *(please specify position type)

Section 3: Statement of Consent and Indemnity

- I acknowledge that I have read the General Information provided with this form and understand that spent convictions are not excluded from release to the Department of Education & Early Childhood Development.
- I acknowledge that any information provided by me on this form or any information revealed by Australian police services as a result of a criminal records check may be taken into account by the Department of Education & Early Childhood Development in assessing my suitability as a volunteer, new employee or continuing employee.
- I acknowledge that any information obtained as part of a criminal record check may be used by Australian police services for law enforcement purposes including the investigation of any outstanding criminal offences.
- I certify that the personal information I have provided on this form relates to me and is fully accurate and correct.
- I consent to the Department of Education & Early Childhood Development forwarding details obtained from this form to the CrimTrac Agency and/or to Australian police services or other relevant law enforcement agencies.
- I consent to Australian police services extracting from their records copies of serious traffic violations (not including parking violations) and criminal and/or traffic records relating to me pending before a court, and/or details of convictions or findings of guilt which have been recorded against me.
- I consent to the CrimTrac Agency making enquiries to Australian police services and those Australian police services forwarding to the CrimTrac Agency extracted details of criminal and/or traffic records relating to me pending before a court, and/or details of convictions or findings of guilt which have been recorded against me.
- I consent to the CrimTrac Agency providing this information to the Department of Education & Early Childhood Development.
- I am aware that the Secretary of the Department of Education & Early Childhood Development and relevant officers of the Department of Education & Early Childhood Development will consider this information in determining my suitability to work, or continue to work, as an employee or volunteer.

CrimTrac results will be sent *directly* to this address Manager, Conduct and Ethics Branch
 Department of Education
 GPO Box 4367 Melbourne 3001

Signed: *Signature of Applicant:	<input type="text"/>	In the presence of: *Signature of Witness:	<input type="text"/>
*Printed Name of Applicant:	<input type="text"/>	*Printed Name of Witness:	<input type="text"/>
*Date:	<input type="text"/> <input type="text"/> <input type="text"/>	*Date:	<input type="text"/> <input type="text"/> <input type="text"/>

Section 4: Licence and Passport Details.

Drivers Licence Number:	<input style="width: 95%;" type="text"/>	State/Territory of Issue:	<input style="width: 95%;" type="text"/>
or Firearm Licence Number:	<input style="width: 95%;" type="text"/>	State/Territory of Issue:	<input style="width: 95%;" type="text"/>
or Passport Number:	<input style="width: 95%;" type="text"/>	Country of Issue:	<input style="width: 95%;" type="text"/>
		Type of Passport: (Govt, Private, UNRef)	<input style="width: 95%;" type="text"/>

Section 5: '100 Point Check' Validation Check List.

	Available Points	Points Scored	Documents to be sighted only.
1. Primary Documents:			
• Birth certificate	70	<input style="width: 95%;" type="text"/>	
• International travel document		<input style="width: 95%;" type="text"/>	
- a current passport		<input style="width: 95%;" type="text"/>	
- expired passport which has not been cancelled and was current within the preceding 2 years		<input style="width: 95%;" type="text"/>	
• Citizenship certificate		<input style="width: 95%;" type="text"/>	
2. Secondary Documents:			
• Australian drivers licence/permit	40	<input style="width: 95%;" type="text"/>	
• Public service ID card		<input style="width: 95%;" type="text"/>	
• Tertiary student ID card		<input style="width: 95%;" type="text"/>	
• Social security benefits card		<input style="width: 95%;" type="text"/>	
• Trade certificate/licence		<input style="width: 95%;" type="text"/>	
3. Tertiary Documents:			
• Reference from current employer, or a previous employer within last 2 years.	35	<input style="width: 95%;" type="text"/>	
• A rating Authority (eg Land/Water/Service rates)		<input style="width: 95%;" type="text"/>	
4. Supplementary Documents:			
• Advice from Telecommunications Provider (eg. Account/Listing)	25	<input style="width: 95%;" type="text"/>	
• Credit Card/Medicare Card/Health Care Provider card		<input style="width: 95%;" type="text"/>	
• Records of a Primary/Secondary/Tertiary educational institution attended within last 10 years.		<input style="width: 95%;" type="text"/>	
• Records of a professional or trade association membership		<input style="width: 95%;" type="text"/>	

'Consent To Check And Release National Criminal History Record' Application Checklist for Hiring Manager/Principal

Have all mandatory fields been completed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Has the '100 Point Check' been completed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you sighted the applicant's Drivers Licence?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Passport and/or Birth Certificate?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has the applicant signed the 'Consent To Check And Release National Criminal History Record' form?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has the signature been witnessed and dated?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Has a copy been placed on the applicant's file?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No