

Appendix 2



DECLARATION AND EMPLOYMENT SCREENING CONSENT FOR ALL EMPLOYMENT WITH THE DEPARTMENT (for all paid employees in School, TAFE, State Office, Regions and AMES)

Note: This form does not apply to contractors or volunteers

All fields must be completed. Please use block letters.

Family name: _____

First name: _____ Other given name(s): _____

Previous names/aliases - First name(s) and Family name(s): _____

Date of birth: _____ (DD/MM/YYYY) Gender: (Please tick) Male Female

Place of birth: Town: _____ State: _____ Country: _____

Residential Address: Street: _____

Suburb/Town: _____ State: _____ Postcode: _____

Contact telephone number: _____ Mobile: _____ Email: _____

If you use one of these documents to verify your identity, please fill in these details:

Driver's licence: Issuing Agency _____ Number _____

Firearms licence: Issuing Agency _____ Number _____

Passport: Type _____ Issuing Country _____ Number _____

Title of position applied for: _____

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration.

A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child;
- serious sex offence, including carnal knowledge;
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child);
- indecency offences punishable by imprisonment of 12 months or more;
- kidnapping (unless the offender is or has been the child's parent or carer);
- offences connected with child prostitution;
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the [Child Protection \(Offenders Registration\) Act 2000](#).

A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Details of these offences can be found online at [http://kids.nsw.gov.au/ \[Guidelines/FactSheet 1\]](http://kids.nsw.gov.au/Guidelines/FactSheet 1)

DECLARATION

I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I 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 have not omitted any names or aliases that I use or used in the past.

I have read and understood the contents of this form and the relevant information at [http://kids.nsw.gov.au/ \[Guidelines/FactSheet 1\]](http://kids.nsw.gov.au/Guidelines/FactSheet 1). I declare that I am not a prohibited person under the [Commission for Children and Young People Act 1998](#) and I understand that it is an offence for a prohibited person to seek child-related employment.

EEO Data (optional - for statistical purposes only)

Are you an Aboriginal or Torres Strait Islander?

Are you from a racial, ethnic or ethno-religious group which is a minority in Australian Society?

Are you a person with a disability?

Appendix 2

I am aware that if considered for child-related employment with the Department of Education and Training or the TAFE Commission Division, a National Criminal History Check AND a Working with Children Check will be undertaken to determine my suitability for Public Sector employment and for working with children, including:

1. National Criminal History Check for all convictions vetted in accordance with the [Criminal Records Act 1991](#) or, if a Commonwealth offence, the [Commonwealth Crimes Act 1914](#).

For the purpose of employment in certain occupations such as a teacher or teacher's aide, section 15 of the [Criminal Records Act 1991](#) excludes the operation of spent conviction legislation.

2. 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;
- an 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.

3. Check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child or children; and
4. Check for relevant employment proceedings notified to the Commission for Children and Young People under the [Commission for Children and Young People Act 1998](#).

CONSENT

I consent to these checks being conducted and consent to the Commission for Children and Young People or an Approved Screening Agency obtaining any relevant record identified by these checks and any additional information relating to that record from sources such as courts, police, prosecutors and past employers to enable a full and informed risk estimate and/or Public Sector suitability assessment. I consent to these sources disclosing information relating to these records to the Commission for Children and Young People and/or Approved Screening Agency.

I acknowledge that:

- the information obtained during the Working with Children Check and National Criminal History Check for Public Sector employment, including this consent, may be collected and used by and/or disclosed to the Commission for Children and Young People or an Approved Screening Agency for relevant purposes or as otherwise required by law;
- the Commission for Children and Young People and Approved Screening Agencies may share the information obtained during the Working with Children Check for the purposes of the Working with Children Check;
- the outcome of a risk estimate will be provided to my prospective employer or their employer-related body;
- the information obtained as part of the Public Sector suitability assessment process will be provided to my prospective employer;
- my relevant records under the [Commission for Children and Young People Act 1998](#), 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.