

# **APPLICANT DECLARATION AND EMPLOYMENT SCREENING** **NSW HEALTH** **CONSENT FOR CHILD RELATED EMPLOYMENT**

Provide your full name as well as any other names / aliases by which you have been known. **Employers are required to sight applicant's original identifying documents as per 100 point ID check and retain copies of identification documents**

	Family Name	First Given Name	Given Name 2	Given Name 3
<b>Primary Name</b>				
<b>Maiden Name</b> (if applicable)				
<b>Complete Previous / Alias Name if any and circle the appropriate name type</b>				
<b>Previous/Alias Name 1</b>				
<b>Previous/Alias Name 2</b>				
<b>Previous/Alias Name 3</b>				
<b>Previous/Alias Name 4</b>				
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female		<b>Date of Birth</b> /    /    (dd/mm/yyyy)	
<b>Place of Birth</b>	<b>Suburb/Town:</b>			
	<b>State:</b>		<b>Country:</b>	
<b>Current Residential Address</b>	<b>No/Street:</b>			
	<b>Suburb/Town:</b>			
	<b>State:</b>		<b>Postcode:</b>	<b>Country:</b>
<b>Postal Address</b> (if same as Residential Address, write "As Above")				
<b>Previous Address</b> (if any)	<b>No/Street:</b>			
	<b>Suburb/Town:</b>			
	<b>State:</b>		<b>Postcode:</b>	<b>Country:</b>
<b>Email</b>				
<b>Telephone No</b>	<b>Mobile:</b>		<b>Business:</b>	<b>Private:</b>
<b>Title of Child Related Position</b>	(specify its child-related nature eg 'child care assistant', not 'assistant')			
<b>Type of Position</b> (Please tick)	<input type="checkbox"/> Paid Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer providing intimate personal care to disabled children <input type="checkbox"/> Volunteer providing mentoring to disadvantaged children <input type="checkbox"/> Minister, priest, rabbi, mufti or other like religious leader or spiritual officer of a religion or other member of a religious organisation <input type="checkbox"/> Licensee for prescribed children's services			
<b>If you have used one of these documents to verify your identity, please fill in these details:</b>				
<b>Driver's Licence</b>	<b>Number:</b>		<b>Issuing State:</b>	
<b>Firearms Licence</b>	<b>Number:</b>		<b>Issuing Agency:</b>	
<b>Passport details</b>	<b>Number:</b>	<b>Type:</b> <input type="checkbox"/> Private <input type="checkbox"/> Government <input type="checkbox"/> UN Refugee		<b>Issuing Country:</b>

**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 and Employer Guidelines can be found online at [http://kids.nsw.gov.au/Guidelines/FactSheet 1](http://kids.nsw.gov.au/Guidelines/FactSheet%201)]

## 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 in the Working With Children Guidelines. **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.**

I am aware that if considered for child-related employment with NSW Health, several checks will be undertaken to ascertain my suitability, including checks directly related to child related employment and checks related to more general suitability for employment in the public sector.

**1. In relation to checking for general public sector employment national criminal record check for all charges which have not been heard or finalised by the court and for all convictions vetted in accordance with the Criminal Records Act 1991 or, if a Commonwealth offence, the Commonwealth Crimes Act 1914.**

**2. In relation to undertaking a Working With Children Check:**

- National criminal record check for charges and/or convictions (including spent convictions, 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) 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; punishable by imprisonment for 12 months or more.

In addition:

- 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
- Check for relevant employment proceedings notified to the Commission for Children and Young People under the *Commission for Children and Young People Act 1998*.

I understand that both checks will be undertaken by the Department of Health who is also an Approved Screening Agency.

## 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 **estimate of risk and/or Employment Risk Assessment**. I consent to these sources disclosing information relating to the Working With Children Check relevant records to the Commission for Children and Young People and/or Approved Screening Agency.

### I acknowledge that:

1. In relation to a Working With Children Check:

- the information obtained during the Working With Children Check, 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 of the Working With Children Check;
- 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 an estimate of risk will be provided to my prospective employer or their employer-related body;
- 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*.
- my relevant records under the *Commission for Children and Young People Act 1998* will not be released to the Health agency through which I am seeking employment;

2. In relation to a National Criminal Record Check:

- the information provided will be used and/or disclosed by the Department of Health for the purposes of undertaking the check and in this context, the information obtained as part of the National Criminal Record Check may be provided to the Health agency through which I am seeking employment to ascertain my suitability;

3. Generally

- 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.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This form is to be kept by the employer.**