



Pre-Employment Declaration Form

DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT IN THE SOUTH AUSTRALIAN PUBLIC SECTOR

Instructions to applicants:

To be eligible for employment within the South Australian public sector a *Declaration in connection with an application for employment in the South Australian Public Sector* form must be completed.

You must disclose all information that is relevant to the job, role or position being applied for.

The information contained within this declaration may be checked by the prospective employing agency with relevant authorities or sources. The information provided will be treated as sensitive:personal and will be handled in accordance with the provisions of the *State Records Act 1997* and the Cabinet Administrative Instruction 1/89 known as the Information Privacy Principles (IPPS) Instruction and Premier and Cabinet Circular 12.

DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT IN THE SOUTH AUSTRALIAN PUBLIC SECTOR

I...

(name in full)

of:

(physical address (not post office box))

do declare as follows:

I am an applicant for the role of:

(name of role)

in the:

(name of agency)

You must answer all of the following questions fully and truthfully. Attach additional pages as necessary.

DISABILITY AND MEDICAL:

1. As part of the selection process, do you agree to undergo a medical / functional capacity assessment as it relates to your ability to perform the functions and duties of the role.

Yes No

Note to applicant: you may not be further considered for employment if you refuse to undergo a medical / functional capacity assessment.

2. Do you currently have any disability (including learning disability) or medical condition which might prevent or impede you from being able to satisfactorily perform any duties or functions that might be reasonably required of you in the role for which you have applied?

Yes No Unsure

If yes or unsure, please provide details (include details of any assistance/ adjustments that would allow you to carry out the functions of the role). Attach additional pages if necessary.

Details:

Note to applicant: If you have any disability or medical condition which might require the provision of non-standard measures to either provide you with a safe system of work, or to enable you to satisfactorily perform the duties of the role, you must provide relevant information. This information is necessary to enable the agency to provide a safe system of work to you in the event that you are offered employment, and to enable management to provide appropriate assistance as necessary.

CRIMINAL AND OTHER HISTORY:

The South Australian public sector has a duty to ensure that it diligently performs reference and background checks of prospective employees before employing a person. A decision as to whether to offer a person employment in the South Australian public sector must take into account the character and past behaviour of prospective employees. An unsatisfactory criminal history or screening outcome may preclude you from employment in the South Australian public sector.

SPENT CONVICTIONS

A spent conviction is a criminal conviction that lapses either immediately or after a period of time pursuant to the provisions of the *Spent Convictions Act 2009*. You are not required to provide detail in respect of certain types of spent convictions except where you are applying for certain types of roles.

You are required to provide detail about certain types of spent convictions where you are applying for a role:

- involving interaction with children or certain vulnerable classes of people; or
- in a justice agency; or
- as a Police Officer, Firefighter or in Correctional Services.

If you are in any doubt as to whether a conviction of you is spent and liable to be disclosed by you, you should seek independent advice at your own expense.

Applicants are required to disclose all information which is relevant to the job, role or position being applied for.

Have you undergone a Criminal History Check and/or other relevant history assessment/s in the last 3 years?

Yes No

3. If yes, please provide the date of the report arising from the history check and/or other assessment/s and attach a copy of the report/s, if available to you.

Date of report/s:

- 3.1 Are you currently facing charges, yet to be determined, for any criminal offence?

Yes No

If yes, please provide details. Please attach additional pages if necessary.

Details:

3.2 Have you ever been investigated, arrested, reported for or pleaded or found guilty of any criminal offences, including any road traffic offences or convictions that were not recorded?

Yes No

If yes, please provide details - attach additional pages if necessary.

Details:

3.3 Have you ever been the subject of allegations of conduct by you of a violent and/or sexual nature towards or in relation to a child or children (person under 18 years of age) or an adult person (over 18 years of age)?

Yes No

If yes, please provide details - attach additional pages if necessary.

Details:

I agree that if I am to be considered for an offer of employment in the South Australian public sector, I may be required to undergo a Criminal History, Department for Communities and Social Inclusion (DCSI) screening and/or other relevant history assessment/s. Further, if I am employed in the South Australian public sector, I agree to periodic and/or additional Criminal History and/or other relevant history assessment/s during my employment.

Yes No

Note to Applicant: Consideration of you, for an offer of employment in the South Australian public sector may in part be dependent upon a National Police Check (NPC) or DCSI screening in respect of you, that the chief executive/agency head or delegate finds satisfactory. You may be required to complete a screening application. By completing and signing this declaration, you consent to the results of such check being sent directly to the agency you are seeking employment in.

EMPLOYMENT HISTORY:

5. Has your employment ever been terminated by any organisation, including a South Australian public sector agency, for any reason?

Yes No

If yes, please provide details - attach additional pages if necessary.

Details:

MISCONDUCT OR OTHER UNSATISFACTORY PERFORMANCE:

- 6.1 Are you currently, or have you ever been, the subject of an investigation or any other process into suspected or alleged misconduct?

Yes No

If yes to any of the above questions, please provide details for each/any - attach additional pages if necessary.

Details:

- 6.2 Are you currently, or have you ever been, the subject of an investigation or any other process relating to alleged unsatisfactory performance, where you participating in a formal performance management process?

Yes No

If yes to any of the above questions, please provide details for each/any - attach additional pages if necessary.

Details:

6.3 If applicable, were you the subject of an investigation into suspected or alleged misconduct by you or the subject of allegations of misconduct during previous employment (as an employee or employer) where such investigation or disciplinary process – as relevant – was not completed including by reason that your employment with the relevant employer or business ended prior to the completion of the investigation or process?

Yes No (to all of the above)

If yes to any of the above questions, please provide details for each/any - attach additional pages if necessary.

Details:

VOLUNTARY SEPARATION AND REDEMPTION OF WORKERS COMPENSATION ENTITLEMENTS:

7. Have you ever received any voluntary early retirement or voluntary separation package from employment in the South Australian public sector?

Yes No

If yes, please provide details of resignation date and name of agency/authority issuing retirement/separation package. Please attach additional pages if necessary.

Details:

Note to applicants: the term “public sector” means any agency or instrumentality of the Crown in right of the State of South Australia and includes any public sector corporation that is in existence or which is established by or under any Act.

8. Have you ever received any payment, involving your resignation from employment in the South Australian public sector upon the redemption of workers compensation entitlements?

Yes No

If yes, please provide details. Please attach additional pages if necessary.

Details:

WORKING RIGHTS:

9. Are you currently eligible to work in Australia?

Yes, I am a permanent resident/citizen

Yes, I have a current work permit / Visa

VISA Details - only complete if you answered "Yes, I have a current work permit/visa" to the above question

Name as on passport:

Passport Number:

Country of Issue:

Date of Birth: / /

Visa Type:

Visa Number:

Visa Expiry Date: / /

What limitations to employment apply under this Visa?

Details:

Note to applicants: Should you progress through the recruitment process you will be required to provide the original of your Visa for copying.

