

# Safety screening: Police check and proof of identity

## Consent to check and release national criminal history record and proof of identity

### General information

#### Introduction

As part of its employment safety screening policy, the Department of Human Services (the department) requires all competitive applicants for positions within the department to undergo a national criminal history record check as part of the application and assessment process.

People with a criminal record are not automatically excluded from working in the department. Information from a number of sources is taken into account when determining whether an application for employment is progressed. These sources include referee comments, performance at interview and other assessment methods as well as any explanation offered by an applicant in relation to their criminal record. Information relating to a criminal record will only be taken into account in determining the applicant's ability to perform the inherent requirements of the position for which they are applying.

The department will only use the information provided on this form and any information received in the assessment process for the purpose of assessing your suitability for the position for which you are applying unless:

- statutory obligations require otherwise or
- you consent to the use by the department of that information for another purpose.

The information provided on this form will be disclosed to the CrimTrac Agency, which undertakes national criminal history record checks for the department, and may be disclosed by CrimTrac to Australian police services for their respective law enforcement purposes, including the investigation of any outstanding criminal offences.

#### What will my national criminal history record check show?

The information that will be released to the department by CrimTrac will depend on any relevant spent convictions or non-disclosure legislation, or on the applicable information release policies of the relevant jurisdiction (that is, Australian police services). Where a criminal record is held by Victoria Police, criminal history information will only be released in accordance with the Victoria Police *Information Release Policy* (the policy). Under the policy, criminal history information is released on the basis of findings of guilt (regardless of whether a conviction or good behaviour bond was recorded), or matters currently under investigation or awaiting court hearing. If ten years have elapsed since you were last found guilty of an offence (or five years if the last finding of guilt

was made when you were a child), CrimTrac will, in most instances, advise the department that you have no disclosable court outcomes. However, a record *may be released even where ten years have elapsed* since the last finding of guilt if:

- it includes an offence resulting in a term of imprisonment of longer than 30 months (in which case only that offence will be released)
- it includes a serious, violent or sexual offence and the criminal history record check is for the purpose of working with children, elderly people or disabled people
- the release of the record is in the interests of crime prevention or public safety.

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 the form is correct. If it is subsequently discovered, for example as a result of a check of national police records, that you have provided false or misleading information, you may be assessed as unsuitable or be subject to the department's discipline process, if you are an existing employee.

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

#### Privacy statement

We ask you for information about yourself so that we can assess your suitability for the position for which you are applying. On this form we ask you for personal information such as full name, 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 record released is yours and not another person's with the same name. If you have any concerns about the information that may be released as the result of a criminal history record check please contact Victoria Police, or the relevant police service in another jurisdiction.

Please be assured that any information provided to the department is kept confidential and any concerns you may raise about the way the department handles your information will also be kept confidential. Information collected on this form will only be used for the purpose for which it was

collected (that is, to conduct a national criminal history record check and to assess your suitability for the position for which you are applying). If you have any queries about the handling or storage of your personal information please contact the department's Privacy Unit on (03) 9096 8534.

### Storage

If you are selected for the position for which you are applying, copies of documents that may uniquely identify you (for example, driver's licence number, firearms licence number or passport details) will be retained on your employee file, together with a copy of this form.

- Any criminal history information obtained, will be securely destroyed within three months of receipt from CrimTrac.
- In the event that you do not commence employment with the department, your check results will be securely destroyed within three months of receipt from CrimTrac and all other documents (except this form) will be securely destroyed within six months of the completion of the selection process.
- The department will retain a record that a national criminal history record check has been undertaken and any direct impact on the selection decision.

### Who owns the Police check?

The department is unable to provide you with a copy of the results of your national criminal history record check and the results are *not available* under the *Freedom of Information Act 1982 (Vic)* (see Section 14(1)(b)). If you wish to obtain a National Police Certificate you should visit the Victoria Police website ([www.vic.gov.au](http://www.vic.gov.au)) or contact the Public Enquiry Service on (03) 9247 5907.

It is important that your information is accurate and up to date. If you think that any information the department has about you requires correction or updating please contact the recruitment officer. If you choose not to provide us with information that we have requested, we will be unable to proceed with your application.

## Instructions for completing this form

### General instructions

Please ensure that you:

- Complete all the boxes marked '\*\*' as these are mandatory fields.
- Place a tick (✓) beside the documents you will be providing to establish your identity.
- **Do not sign or date this form** until you are in the presence of an authorised officer from the department, as your signature must be witnessed.
- Provide the authorised officer with sufficient documentation to establish your identity.

### Section 1: Applicant details for national criminal history record check

List your current full name, previous names or alternate names. Previous names include your maiden name. Alternate names include names you are commonly and informally known by. If you have more than one such name, please attach a separate sheet.

Where you have formally changed your name, evidence must be produced. Evidence can only be in the form of the following documents:

- Marriage certificate issued by a registrar of Births, Deaths and Marriages in Australia
- Divorce paper (bearing the name to be reverted to)
- Deed Poll (pre 1986 in Victoria)
- Change of name certificate
- Guardianship Order
- Adoption paper

### Previous addresses within the last five years:

In this space write the address at which you resided prior to your current address. If you have more than one previous address within the last five years, please attach a separate sheet.

### Section 2: Purpose of the check

The purpose of the check is for employment, volunteering or student placements.

### Section 3: Statement of consent

The statement of consent is your informed consent for the department to conduct a national criminal history record check. Please read the information carefully. **Do not sign or date** the statement of consent until requested by an authorised officer of the department. This is to enable your signature to be witnessed by the authorised officer as part of the proof of identity process.

### Section 4: Proof of identity

Proof of identity requires production of documentary evidence for each of the four categories. Some documents are listed in more than one category. **Different** documents must be provided for categories A, B and C. A document for category D only needs to be provided if documents provided for categories B or C do not evidence your current residential address.

Only original documents will be accepted. All documents provided will be sighted, photocopied and the copies attached to this form. Your original documents will be returned to you.

## Section 1: Applicant details

### Current details (\*denotes mandatory field)

*Surname		*First name	
Middle name/s			
*Current residential address			
*State		*Post code	
		Daytime telephone number	

*Gender (M/F/U)		*Date of birth (dd/mm/yyyy)	/ /	*Country of birth	
Driver's licence number		State/territory of issue			
Firearm's licence number		State/territory of issue			
Passport number		Country of issue			
Passport type (government, private, UN refugee)					

### Previous or alternate details (provide both first and surname)

Surname/s  (if more than one previous or alternate name, attach a separate list, in date order of use)		First name	
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Middle name/s	
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Previous addresses within the last five years  (if more than one such address, attach a separate list)	
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State		Post code		Country	
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## Section 2: Purpose of the check

This criminal history check is required for (tick appropriate box):

Employment category		Position description	
New employee		Administration	
Promotion		Allied Health	
Transfer		Child Protection	
Volunteer		Disability Services	
Statutory appointee		Finance	
Student		Housing Services	
Contractor		Information Technology	
Consultant		Youth Justice	
Board appointee		Payroll Human Resources	
Secondee		School Nursing	

### Criminal history (mandatory to complete, otherwise application can not be processed)

Tick appropriate box:

*1. Do you have any convictions, findings of guilt and/or pending charges against you (non-traffic) that are less than ten years old (five years for juvenile offences) in any Australian jurisdiction (that is, State, Territory or Commonwealth)?	Yes		No	
*2. Do you have any convictions or offences (non-traffic) where the sentence imposed was imprisonment for a period greater than 30 months?	Yes		No	

## Section 3: Statement of consent

- I acknowledge that I have read the General information section in this form and understand that I do not have to disclose spent conviction information.
- I certify that the personal information I have provided on this form relates to me and is correct.
- I consent to the Department of Human Services forwarding details from this form to the CrimTrac Agency and/or to Australian police services or other relevant law enforcement agencies.
- I consent to the CrimTrac Agency making enquiries to Australian police services and those police services extracting from their records details of criminal and/or traffic records (not including parking infringements) relating to me pending before a court, and/or details of convictions or findings of guilt which have been recorded against me, including any spent convictions disclosable by law, and forwarding relevant information to the CrimTrac Agency.
- I consent to the CrimTrac Agency providing the relevant information to the Department of Human Services.
- I acknowledge that any information provided by me on this form, or by the police as a result of the national police record check, may be taken into account by the Department of Human Services in assessing my suitability for the position for which I am applying.

Applicant		Authorised officer for proof of identity	
Signed		Witnessed	
*Signature of applicant		*Signature of authorised officer	
*Printed name of applicant		*Printed name of authorised officer	
*Date		*Date	

## Section 4: Proof of identity

(Tick which proof of identity documents are supplied)

<b>Category A: Commencement of identity in the community</b>	<b>Copy attached</b> ✓	<b>Initial of authorised officer</b>
Australian Passport		
Full Australian birth certificate		
Foreign passport and current visa		
Travel document and current Australian visa		
Certificate of evidence of citizenship		
<b>Category B: Link between the identity and person by means of a photo and signature</b>	<b>Copy attached</b> ✓	<b>Initial of authorised officer</b>
Australian passport (if not already used in A)		
Australian driver's licence		
Foreign passport (if not already used in A)		
Firearms or shooter's licence		
Proof of age card (for example, Keypass/The Blue Card)		
<b>Category C: Operation of the identity in the community</b>	<b>Copy attached</b> ✓	<b>Initial of authorised officer</b>
Document from category A or B that has <b>not</b> been used to satisfy category A or B. Please specify document:		
Change of name certificate or Deed Poll		
Australian marriage certificate issued by State Government agency		
Australian divorce papers		
Bank passbook/credit card/ATM or cheque account at a Financial Institution		
Term deposits notice/ shares certificate		
PAYG payment summary with Tax File Number		
Taxation assessment notice		
Health Insurance card		
Medicare card		
Registration certificate from a professional board		
Australian motor vehicle registration		
<b>Category D: Residential address of the identity</b>	<b>Copy attached</b> ✓	<b>Initial of authorised officer</b>
Evidence of residential address already provided by category B or C document (if already provided, no further document required). Please specify document:		
Rates notice		
Mortgage papers		
Lease or tenancy agreement		
Utility account (gas, water etcetera)		
Electoral enrolment card		

## Requesting officer/manager to complete

Name of requesting officer/manager (For communication of results)	
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### Position type

Direct care		Non-direct care	
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Region/Division	
Program/Branch	
Position reference number	
Cost centre	

## Office use only

To be completed by the Department of Human Services staff member entering the police check into the safety screening system

Name of person who is lodging the police check	
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### Proof of identity (Pol) summary

Pol established	Yes	No
Previous names recorded	Yes	No
Signature witnessed by authorised Pol delegate	Yes	No
Copies of all documents attached	Yes	No

### Working with children check (WWCC) *(Not mandatory for proof of identity, however is required for particular roles)*

WWCC application/receipt number	
WWCC assessment notice/card number	
WWCC card expiry date	

### National criminal history check and proof of identity – summary

Police check submitted	Date	
	ID Number	
Pending further investigation	Follow up date	
Further information received	Date	

### Outcome

Clear	
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Match	
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