



Criminal History and Consent Form

The criminal history check will be conducted by the Queensland Police Service for the purpose of the below named person who is undertaking paid or unpaid work with the **Department of Education**. Please use this consent form in conjunction with the [Criminal History Check Procedure](#).

Section 1: Applicant/Employee Details	
Preferred Title: Mr Mrs Miss Ms Other	Gender: Male Female Other
Legal Surname: _____	Legal First Names: _____
Employee Number: _____ <small>(if applicable)</small>	Former Name/s: _____ <small>(maiden, married or aliases)</small>
Residential Address: _____	
Suburb: _____	State: _____ Post Code: _____
Contact Number: _____	Date of Birth: _____
Place of Birth: _____ <small>(town, state and country)</small>	
Have you ever resided in New Zealand for 12 months or more, provided you were 16 years of age or older at the time you resided in New Zealand? <small>If YES it is required that you complete the New Zealand Police Vetting Consent Form.</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 2: Obligation to Disclose	
Applicants for employment with Department of Education are required to disclose any criminal history. Such disclosure will not necessarily preclude an applicant from appointment. <small>(Refer to Public Service Act 2008 and departmental Criminal History Procedure for further information).</small> <small>If you have answered YES a criminal history check will still occur. Please provide a written submission regarding your criminal history, including type of offence, date and place of conviction and penalty imposed by email confidentially to Recruitment.HR@ged.qld.gov.au.</small>	Do you have a Criminal History? Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 3: Proof Identity	
You <u>MUST</u> attach a photocopy of 2 legible identification documents:	
<ul style="list-style-type: none">2 primary identification documents (birth certificate, citizenship certificate, current Australian or overseas passport, current Department of Immigration and Citizenship travel document, current driver's licence, or current proof of age card), <u>OR</u>1 primary identification document (as listed above) & 1 secondary identification document (Medicare card, pensioner concession card, financial institution cards or statements, student identification cards issued by an Australian educational institutional or recent notice of assessment issued under the Income Tax Assessment Act 1997 (Cth)).	
Section 4: Declaration	
I declare that the information above and documents provided with this form are true and correct. I consent to the Department of Education obtaining information from police, courts, prosecuting authorities and other bodies under Chapter 5, Part 6 of the Public Service Act 2008 and consent to disclosure of this information to relevant parties.	
Signature of person named above _____	Date _____
In the presence of a witness (name): _____	
Signature of above nominated witness: _____	Date _____



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REQUESTING OFFICER TO COMPLETE BELOW SECTIONS

Section 5: Details of Position

Vacancy Status: _____ **Job Ad Reference:** _____
(Permanent/Temporary/Casual) *(if applicable)*

Position Title: _____

School/Work Unit: _____

Classification: _____ **Position Number:** _____
(if applicable)

Section 6: Requesting Officer Authorisation (Please note the result will be emailed to the officer specified below.)

Name: _____

Position: _____

Email: _____

Date: _____

Signature: _____

Send consent form and legible identification documents to Recruitment.HR@ged.qld.gov.au

Privacy Notice

The use of information associated with criminal history checks is covered by the confidentiality provisions of the section 172 of the Public Service Act 2008, Information Privacy Act 2009 and Information Privacy Guidelines and by submitting this form the agency is authorised to:

- Seek information from the Queensland Police Service, and other Police Services in Australia for an Australian National Criminal History Check, for any details of any convictions (including any charges, convictions (including findings of guilt or pleas of guilty, whether or not a conviction was recorded) and certain investigative information, or
- Seek additional information from courts, police and prosecuting authorities.

An applicant can withdraw their consent to screening at any time before a decision is made about a person's suitability. If consent is withdrawn employment cannot be offered.

Under section 181 of the Public Service Act 2008 employees are required to give notice of any charge or conviction for an indictable offence. The Act also requires prosecuting authorities to notify the department's chief executive if a public service employee is charged with a relevant offence. For an employee engaged in child related duties, this notification also includes other relevant police information.

LINKS:

[DoE Criminal History Check Procedure](#)
[Public Service Act 2008](#)
[Information Privacy Act 2009](#)
[Guidelines - Privacy Principles](#)