

# 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](#).

All requests for current departmental employees should be lodged via the criminal history check request form on [Services Catalogue Online \(SCO\)](#).

Manager instructions:	Applicant instructions:
<p>To complete this form, managers should:</p> <ol style="list-style-type: none"> <li>Sight and verify two (2) forms of suitable identification for the applicant</li> <li>Request applicants complete the consent form by either;                             <ol style="list-style-type: none"> <li>providing a copy of this form to the applicant for completion. The completed form should then be attached via the SCO <a href="#">CHC form</a>, or;</li> <li>initiating the request via the SCO <a href="#">CHC form</a> and selecting the option for applicants to complete the form via electronic submission.</li> </ol> </li> </ol>	<p>To complete this form, applicants should:</p> <ol style="list-style-type: none"> <li>Review the instructions (if you have received via email) requesting completion of the criminal history check consent form.</li> <li>Complete all fillable relevant fields on pages one (1) and two (2) of the consent form.</li> <li>Sign (by verified electronic or by printing and signing) page two (2) of the consent form.</li> <li>Finalise the consent form by following the submission instructions in your request email, or return to the hiring manager.</li> </ol>

Section 1: Applicant details			
*denotes mandatory field			
<b>*Gender</b>		<b>*Title</b>	
<b>*Date of Birth</b>		<b>*Legal Surname</b>	
<b>*Town of Birth</b>		<b>*Legal First Name</b>	
<b>*State of Birth</b>		<b>Legal Middle Name/s</b>	
<b>*Country of Birth</b>			
Section 2: Previous names (if applicable). Please attach additional forms if further fields are required.			
<b>Surname</b>	<b>First Name</b>	<b>Middle Name/s</b>	
Section 3: Residential details			
<b>*Current Residential Address</b>		<b>*Suburb</b>	
<b>*State</b>		<b>*Post Code</b>	
<b>*Contact Number</b>		<b>*Email Address</b>	
<b>*Have you ever resided in New Zealand for 12 months or more, provided you were 16 years of age or older at the time?</b> Yes      No			

Section 4 (optional): New Zealand verification	
Last known New Zealand address	
Suburb	
NZ Driver Licence number	
<b>Description of the role being vetted for</b> <i>This is a brief description of the role (not the job title).</i>	
<p>By providing my details and signing the Applicant declaration below, I acknowledge and understand as follows:</p> <ol style="list-style-type: none"> <li>The information about me that NZ Police may release in a vetting report can include: <ol style="list-style-type: none"> <li>Conviction histories.</li> <li>Active charges and warrants to arrest.</li> <li>Information subject to name suppression where that information is necessary to the purpose of the vet.</li> </ol> </li> <li>If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released <b>unless</b>: <ol style="list-style-type: none"> <li>Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime). Please see the <a href="#">vetting website</a> for more information regarding the Clean Slate legislation and when your conviction history may be released.</li> </ol> </li> <li>Information provided in this consent form may be used to update New Zealand Police records.</li> <li>I am entitled to a copy of the vetting report released to the offshore agency (to be provided by the offshore agency) and can request a correction of any personal information by contacting the Police Vetting Service.</li> <li>Please notify the agency or the Police Vetting Service if you wish to withdraw your consent.</li> </ol> <p>For further information about the vetting process, please see the <a href="#">vetting website</a>.</p> <p>Authorisation of person being vetted:</p> <ul style="list-style-type: none"> <li>✓ I confirm that the information I have provided in this form relates to me and is correct.</li> <li>✓ I have read and understood the information above.</li> <li>✓ I authorise New Zealand Police to disclose any personal information relevant to my application (as described above) to the agency making this request for the purpose of assessing my suitability.</li> </ul>	
Section 5: Applicant declaration	
<p>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 3, Part 5 of the <a href="#">Public Sector Act 2022</a> and consent to disclosure of this information to relevant parties.</p>	
<b>*Signature of person requiring criminal history check (or parent / guardian if under 16 years of age)</b>	<b>*Date</b>
<b>Name of parent/guardian (if applicable)</b>	
<p><b>Privacy Notice</b></p> <p>The use of information associated with criminal history checks is covered by the confidentiality provisions of the section 278 of the <a href="#">Public Sector Act 2022</a>, <a href="#">Information Privacy Act 2009</a> and <a href="#">Information Privacy Guidelines</a> and by submitting this form the agency is authorised to:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Seek additional information from courts, police and prosecuting authorities.</li> </ul> <p>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.</p> <p>Under section 73 of the <a href="#">Public Sector Act 2022</a> 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 sector employee is charged with a relevant offence. For an employee engaged in child related duties, this notification also includes other relevant police information.</p>	