

# Application for Determination of Fit and Proper Person

*Children's Services Act 1996, Children's Services Regulations 2009*

## About this form

- The *Children's Services Act 1996* requires that persons are fit and proper to exercise management or control over the operation of a children's service.
- This form should be used as part of a licence application or as an ongoing requirement to determine fit and proper persons.
- This form should be completed by the following persons and submitted as part of a licence application, if within the last 5 years any such persons have not been approved as a fit and proper person by the Secretary or Delegate of the Department of Education and Training:
  - All individual persons applying for a licence.
  - All directors or officers of a body corporate (company, incorporated association, cooperative, partnership, corporation/Government School Council) that will or may exercise management or control over the children's service.
  - All persons who have been nominated as a primary nominee or approved nominee to manage or control the children's service in the licensee's absence.

## Documents you must include with this form

- An original copy of a National Criminal History Notification (police check) not more than 6 months old.
- A copy of any relevant children's services qualifications or certificates of completed training.
- A copy of a current assessment notice or a copy of a current Victorian Institute of Teaching certificate of registration.

## Further information

- Further information about fit and proper persons is available at [www.education.vic.gov.au](http://www.education.vic.gov.au) or by contact with the Service Administration and Support Unit by email: [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au) or by telephone 1300 307 415.

## Details of children's service

1. Name of children's service (if known)

2. Name of licensee or licence applicant

## Details of person being determined as fit and proper

3. Title (Mr, Mrs, etc)  Family Name  Given names
- Date of birth  Email address  Daytime telephone number  Fax number

Residential address

Unit, floor, street number and street name  Suburb/Town  State  Postcode

Postal address Same as residential address  or different address specified below

Unit, floor, street number and street name  Suburb/Town  State  Postcode

4. Have you ever been known by a different name (including maiden name, married names)?

No -7 Go to question 5.

Yes -7 List all names previously known by (if more than 2 names, attach a separate sheet titled 'Previous names')

Title  Family Name  Given names

## Declaration and statements by person being determined as fit and proper

### Financial declaration

5. Are you currently or have you ever been insolvent or bankrupt or had your estate assigned for the benefit of creditors?

No -7 Go to question 6.

Yes -7 Provide details below. Include dates, what the circumstances were that led up to the event and the outcome.

6. Are you currently or have you ever been a secretary or director or a public officer of a company placed under a receiver or official manager?

No -7 Go to question 7.

Yes -7 Provide details below. Include dates, what the circumstances were that led up to the event and the outcome.

7. Are you currently or have you ever been a secretary or director or a public officer of a company which has been wound up or a company which has entered into a compromise or scheme or arrangement with creditors at the time of winding up?

No -7 Go to question 8.

Yes -7 Provide details below. Include dates, what the circumstances were that led up to the event and the outcome.

### Charges and conviction declaration

8. In Australia or elsewhere have you ever been charged with and found guilty of an offence or do you have any charges pending against you? (excludes parking fines)

No -7 Go to question 9.

Yes -7 Please provide details of the charges and any findings of guilt. Include dates, whether the charge has been tried or determined, the circumstances that led up to the event and the outcome.

### Health declaration

9. Do you currently, or have you ever suffered from, any mental or physical condition that may impair your ability to exercise control over or manage a children's service?

No -7 Go to question 10.

Yes -7 Please provide details of the mental or physical condition and what the impairment may be.

**Summary of experience and qualifications**

**10. Do you have any formal qualifications or work experience relevant to a children’s service?**

- No -7 Go to question 11.  
 Yes -7 Please provide details

**Formal qualifications** (if more than 5, attach a separate sheet titled ‘Formal Qualifications’)

Name of qualification	Name of educational institution	Date awarded
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Work experience** (if more than 5, attach a separate sheet titled ‘Work Experience’)

Name of employer	Position held	Employment dates (from –to)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Previous fit and proper approval**

**11. Have you previously been approved as fit and proper by the Secretary or Delegate of the Department of Education and Training?**

- No -7 Go to question 12.  
 Yes -7 Go to question 14. You do not need to provide referees or an identity statement again.

**Referees**

**12.** You must provide the name and contact details of 2 referees. Your referees will be contacted to attest to your character, financial reputation and ability to be involved in a children’s service. These referees must be independent and not related by birth, family or relationship or a fellow director or officer, business partner, current employer or current employee.

**Referee 1**

Title (Mr, Mrs, etc)  Family Name  Given names

Postal address  
 Building name (if applicable)

Unit, floor, street number and street name or PO box  Suburb/Town  State  Postcode

Email address  Daytime telephone number  Fax number

**Referee 2**

Title (Mr, Mrs, etc)  Family Name  Given names

Postal address  
 Building name (if applicable)

Unit, floor, street number and street name or PO box  Suburb/Town  State  Postcode

Email address  Daytime telephone number  Fax number

## Identity statement and confirmation

13. You must have your identity verified by an independent witness who does not have an interest in the children's service. To do this you must provide your witness with a copy of at least one primary document and one secondary document listed below. They must complete this section by indicating which documents they have sighted and sign to confirm your identity.

I certify I have seen an original or certified copy of both a:

Primary Document	
Birth certificate	<input type="checkbox"/>
Extract of entry	<input type="checkbox"/>
Citizenship certificate	<input type="checkbox"/>
Current passport	<input type="checkbox"/>
Passport that has expired no more than two years ago	<input type="checkbox"/>

AND

Secondary Document	
Driver's licence	<input type="checkbox"/>
Marriage certificate	<input type="checkbox"/>
Deed poll notice	<input type="checkbox"/>
Current bill (eg rates/utility)	<input type="checkbox"/>

Signature of person confirming identity

X

Printed name

Date

## Criminal history checks

14. You are required to attach to this application a National Criminal History Notification (police check) not more than 6 months old and either a copy of a current assessment notice or a copy of a current Victorian Institute of Teaching certificate of registration. Please provide the following details regarding the documents you are submitting.

National Criminal History Notification reference number

Date of issue

Victorian Institute of Teaching registration number, if applicable

Date of expiry

Current Assessment Notice (Working with Children) number, if applicable

Date of expiry

## Declaration and signature of person being determined as fit and proper

15. I declare the information provided in this form and any attachments is true and correct.

Signature

X

Date

## Document checklist

You must attach the following documents to this form.

- An original copy of a National Criminal History Notification (police check) not more than 6 months old.
- A copy of any relevant children's services qualifications or certificates of completed training not previously provided to the Department of Education and Training.
- Either a copy of a current assessment notice or a copy of a current Victorian Institute of Teaching certificate of registration.

## What to do next

- Make sure you have attached all documents specified in the document checklist or the application/determination will be delayed.
- If this form has been completed as part of a licence application, include and lodge this form with the licence application.

## What happens then

- The information you provide will be used to determine your fit and proper status. You may need to provide references or reports and undertake tests or examinations.
- If you are deemed fit and proper you will receive written confirmation of your Fit and Proper status which is valid for 5 years, unless revoked sooner, and can be used to work in any children's service.
- If any change occurs in the information you have provided in this form or while deemed fit and proper, you must notify the Department of Education and Training as soon as possible.