

## National Police Checking Service General Information and NCHRC Application Form

### General Information

This form is used by the Department of Education and Training (DET) as part of the assessment process to determine whether a person is suitable for employment, volunteering or other engagement for work with DET.

Unless statutory obligations otherwise require, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to your suitability for other positions within DET.

### National Criminal History Check

A national criminal history check is an integral part of the assessment of your suitability for employment, volunteering or other engagement for work with DET.

Information extracted from this form will be forwarded to the Australian Criminal Intelligence Commission (ACIC) and other Australian police services<sup>1</sup> for checking action. By signing this form you are giving your consent to these agencies to disclose to DET, criminal history information from their records that is about you; and/or access their records to obtain criminal history information that in turn will be disclosed to DET.

Such criminal history information may include outstanding charges and criminal convictions and/or findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the Information Release Policy of the relevant jurisdiction.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

### Spent Conviction Schemes

Child-related employment screening has been conducted around Australia for several years in an attempt to minimise the risk of harm to children by persons responsible for their care and supervision. A key component of this is the provision of criminal history information (including "spent" convictions and findings of guilt for prescribed/specified offences) to employers and authorised screening organisations. In New South Wales (NSW), Victoria (Vic.), Queensland (Qld.) and Western Australia (WA), child-related employment screening processes are governed by legislation.

### Victoria Police

For the purposes of employment, voluntary work or occupational licensing/registration, police may restrict the release of a person's police record according to their Information Release Policy. If you have a police record the Information Release Policy may take into account the age of the police record and the purpose for which the information is being released. If ten years have elapsed since you were last found guilty of an offence, police will, in most instances, advise that you have no disclosable court outcomes. However a record over ten years may be released if it:

- includes a term of imprisonment longer than thirty months;
- includes a serious, violent or sexual offence and the records check is for the purpose of working with children, elderly people or disabled people;
- is in the interests of crime prevention or public safety.

Findings of guilt without conviction and good behaviour bonds may be released. Recent charges or outstanding matters under investigation that have not yet gone to court may also be released.

### Other Australian Police Services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or Information Release Policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation, a person has the right in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt. Such convictions (widely known as 'spent' or 'rehabilitated' convictions) will be released in accordance with relevant legislation (and/or Information Release Policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

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<sup>1</sup> Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.

## Provision of False or Misleading Information

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

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

## Instructions for Completing this Form

Please make sure that you:

- complete all the boxes marked **like this \*** (these are mandatory fields and your national criminal history check cannot proceed unless completed)
- sign and date the form in the presence of a witness who must also sign and date the form
- deliver the form to your school Principal, Hiring Manager or Board Secretariat
- provide to the school Principal, Hiring Manager or Board Secretariat sufficient certified identification document(s) to meet the required identity check (see page 8 of this form for more information regarding how to certify documents)
- keep a signed, dated and witnessed copy of this form for your own records.

Please deliver this printed and signed form with relevant certified identification documents to the employing Principal, Hiring Manager or Board Secretariat.

### Privacy statement

On this form we ask you for personal information such as 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 check is yours and not another person's with the same name. Detailed information will not be returned to the school or hiring business unit.

If you have any concerns about providing the information requested please call the Employee Conduct Branch on (03) 7022 0005 and they will be able to assist you. Please be assured that any information provided to us is kept confidential and any concerns you may raise about the way we handle your information will also be kept confidential.

It is important that your information is accurate and up to date. If you think that any information we hold about you requires correction or updating please call the Employee Conduct Branch on (03) 7022 0005. If you choose not to tell us something that we have requested, we will be unable to proceed with your application.

### Section 1: Personal information

You must disclose all names you have been known by throughout your life, including your full legal name, name before marriage (maiden name), and other previous names and/or alias names.

**Full legal name**

\*Family name:

\*First given name(s):

Other given name(s):

\*Date of birth (DD/MM/YYYY):

\*Country of birth:

\*Gender (M, F or X):

Suburb / town of birth (mandatory if country is Australia):

Contact phone number:

State (mandatory if country is Australia):

#### Alternative or previous names

List all previous or alternative names or alias below. If more room is required, please list on a separate sheet, sign and attach to the form

\*Family name:

\*Family name:

\*First given name(s):

\*First given name(s):

Other given name(s):

Other given name(s):

Type of Name (please tick):

M; Maiden

Type of Name (please tick):

M; Maiden

A; Alias

A; Alias

PREVS; Previous married name/name changed by Deed Poll etc

PREVS; Previous married name/name changed by Deed Poll etc

#### Permanent residential addresses over last five years

List all addresses. If more room is required, please list on a separate sheet, sign and attach to the form

Period of residence (DD/MM/YYYY)

If actual dates are unavailable, year(s) of residence from/to is sufficient

Current residential address:

\_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Former residential addresses (If full details of previous addresses are unavailable, details of suburb(s), town(s) and state(s) is sufficient)

\_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

\_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

\_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

\_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

#### Licence(s) and passport details

Driver's licence number:

State/territory of issue:

Firearm licence number:

State/territory of issue:

Passport number:

Passport country:

Type:  G: Govt  P: Private  UNR: UNRef

Employee ID number (if you are a current employee):

<b>Criminal convictions spent and current:</b> <i>(please tick appropriate box for ALL questions)</i>		<b>Yes</b>	<b>No</b>
1.	Have you any criminal charges pending before a Court?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do you have any convictions, findings of guilt and/or pending charges against you in the state of Victoria?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Do you have any convictions, findings of guilt and/or pending charges against you in any other Australian State or Territory?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do you have any convictions, findings of guilt and/or pending charges against you for Commonwealth offences?	<input type="checkbox"/>	<input type="checkbox"/>

**Section 2: Purpose of check** *(please tick appropriate box)*

- |   |  |
|---|--|
| <input type="checkbox"/> Current employee | <input type="checkbox"/> Promotion                       |
| <input type="checkbox"/> New employee     | <input type="checkbox"/> Transfer                        |
| <input type="checkbox"/> Volunteer        | <input type="checkbox"/> *Other (specify position type): |

**Section 3: Contact with vulnerable people** *(please tick appropriate box)*

- |   |
|---|
| <input type="checkbox"/> Supervised contact with children   |
| <input type="checkbox"/> Unsupervised contact with children |
| <input type="checkbox"/> No contact with children           |

**Section 4: National criminal history check – Consent to obtain person information (partial exclusion)**

Please use BLOCK LETTERS and black ink

I, \_\_\_\_\_ : hereby  
*Family name (Current)* *Given name(s) (Current)*

1. acknowledge that I have read the Spent Convictions Schemes section of this information sheet and understand that spent convictions legislation (however described) in the Commonwealth and many States and Territories protects “spent convictions” from disclosure;
2. understand that the position/engagement for which I am being considered is in a category for which a PARTIAL exclusion has been granted from the application of the spent convictions legislation and that “spent” convictions and findings of guilt relating to me of a type listed below will be released:

**Serious offences, sexual offences, offences against the person, for which an exclusion has been granted in respect to my application for employment/engagement in positions/occupations involving the care, instruction or supervision of vulnerable persons (including children, aged persons and the disabled)**

3. confirm that I have fully completed this form and further confirm that the personal information I have provided relates to me, contains my full name and all names previously used by me and is correct;
4. consent to the Department of Education and Training (DET) disclosing personal information about me from this form to the Australian Criminal Intelligence Commission and Australian police services;
5. consent to:
  - i. the Australian Criminal Intelligence Commission disclosing personal information about me to Australian police services;
  - ii. Australian police services disclosing to the Australian Criminal Intelligence Commission, from their records, details of convictions and
  - iii. outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that may be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosure in accordance with the policies of the police services concerned; and
  - iv. the Australian Criminal Intelligence Commission providing the information disclosed by Australian police services to the Department of Education and Training in accordance with the laws of the Commonwealth, and
6. acknowledge that any information provided by me on this form, or by Australian police services, may be taken into account by the DET in assessing my suitability for the position/engagement (specify below) for which I am being considered.

specify position /engagement: \_\_\_\_\_

7. acknowledge that withholding and/or providing misleading or false information on this form and in any supplied identity documents is a Commonwealth offence and may lead to prosecution under the Criminal Code Act 1995 (Cth).

*Note: The information you provide on this form and which the Australian Criminal Intelligence Commission provides to DET on receipt of this form, will be used only for the purpose stated above unless otherwise required by statutory obligations.*

**Signature of Applicant:** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(DD / MM / YYYY)

**Signature of Witness:** \_\_\_\_\_

**Printed Name of Witness:** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(DD / MM / YYYY)

## Section 5: Identity validation check list

You must provide four documents with your completed form to confirm your identity:

- one commencement document to confirm your birth in Australia or arrival in Australia
- one primary use document to show the use of your identity in the community and
- two secondary use documents

The documentation you provide must include evidence of your full name, date of birth and a photograph of you. If none of your documents contain a photo, you must submit a certified passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 2018. You must provide evidence of the name change in addition to the four identity documents. Expired identity documents will no longer be accepted.

### 1. Commencement documents:

- Full Australian Birth Certificate (not an extract or birth card)
- Current Australian passport (not expired)
- Australian visa current at time of entry to Australia as a resident or tourist\*
- ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enrol in services
- Certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- Document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- Certificate of evidence of resident status.
- \*A Visa Entitlement Verification Online (VEVO) record may be provided. If you are a New Zealand citizen on a Special Category Visa, you can request your VEVO details from the Department of Home Affairs via their website.

### 2. Primary documents:

- Current Australian driver's licence showing current address, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
- Current passport issued by a country other than Australia with a valid entry stamp or visa
- Current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo
- Current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)
- For persons under 18 years of age with no other Primary Use in Community Documents, a current student identification card with a signature or photo.

### 3. Secondary documents:

- Certificate of identity issued by DFAT
- Document of identity issued by DFAT
- Convention travel document secondary (United Nations) issued by DFAT
- Foreign government issued documents (for example, drivers licence)
- Medicare card
- Enrolment with the Australian Electoral Commission
- Security guard or crowd control photo licence
- Evidence of right to an Australian government benefit (Centrelink or Veterans' Affairs)
- Consular photo identity card issued by DFAT
- Photo identity card issued to an officer by a police force
- Photo identity card issued by the Australian Defence Force
- Photo identity card issued by the Australian Government or a state or territory government (this may take the form of a Working with Children or Vulnerable People card or a government issued occupational licence)
- Aviation Security Identification Card
- Maritime Security Identification Card
- Credit reference check
- Australian tertiary student photo identity document
- Australian secondary student photo identity document
- Certified academic transcript from an Australian university
- Trusted referees report
- Bank card, credit card or bank statement (without recording the payment card number/s)
- State/territory government rates assessment notice or Australian Taxation Office assessment notice
- Australian utility bill showing name and address
- Australian Private Health Insurance Card
- Australian Trade Association card

Application Checklist – Office use only:	Yes	No
Are all mandatory fields complete?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Identity Validation Check complete?	<input type="checkbox"/>	<input type="checkbox"/>
Applicant has signed and dated Section 4: "NCHC – Consent to Obtain Personal Information"?	<input type="checkbox"/>	<input type="checkbox"/>
Witness has signed and dated Section 4	<input type="checkbox"/>	<input type="checkbox"/>
Witness has printed their name?	<input type="checkbox"/>	<input type="checkbox"/>

Staff member	
<b>Date:</b> ____/____/____	<b>Staff member signature:</b>
	<b>Staff member name</b> <i>(please print)</i> :

## HOW TO HAVE A DOCUMENT CERTIFIED

To have a document certified make a photocopy of the **original** document and take the **original and the copy** to one of the people listed below. The authorised person must make the following written statement **on every page**:

*“I have sighted the original document and certify this to be a true copy of the original.”*

The authorised person must then **print their name clearly, sign and date** each statement and provide their designation, e.g.: Teacher employed on a permanent full-time basis at XXX School.

Persons who can certify documents under the *Statutory Declarations Regulations 2018*:

1. Occupations which can certify documents:

- Architect
- Chiropractor
- Dentist
- Financial adviser or financial planner
- Legal practitioner
- Medical practitioner
- Midwife
- Migration agent registered under Division 3 of Part 3 of the *Migration Act 1958*
- Nurse
- Occupational therapist
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

2. Other persons who can certify documents:

- Accountant who is:
  - (a) a fellow of the National Tax Accountants' Association; or
  - (b) a member of any of the following:
    - i. Chartered Accountants Australia and New Zealand
    - ii. The Association of Taxation and Management Accountants;
    - iii. CPA Australia;
    - iv. The Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this Part
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part
- Employee of the Australian Trade and Investment Commission who is
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
  - (c) exercising the employee's function at that place



- Employee of the Commonwealth who is:
  - (a) at a place outside Australia; and
  - (b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
  - (c) exercising the employee's function at that place
- Engineer who is:
  - (a) a member of Engineers Australia, other than at the grade of student; or
  - (b) a Registered Professional Engineer of Professionals Australia; or
  - (c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
  - (d) registered on the National Engineering Register by Engineers Australia
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item of this Part
- Judge
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd
- Member of :
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public, including a notary public (however described) exercising functions at a place outside;
  - (a) the Commonwealth; and
  - (b) the external Territories of the Commonwealth
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - (a) a State or Territory or a State or Territory authority; or
  - (b) a local government authority;
 with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police Officer
- Registrar, or Deputy Registrar, of a court
- Senior executive employee of a Commonwealth authority
- Senior executive employee of a State or Territory
- SES employee of the Commonwealth
- Sheriff
- Sheriff's officer
- Teacher employed on a permanent full time or part time basis at a school or tertiary education institution

Applicants who complete this form while interstate or overseas must have their documents certified by a person authorised to do so in that State, Territory or country.

*Note: The School/Hiring Unit/Board Secretariat will not return the certified copies of documents submitted with your application or provide copies of these documents to you in the future.*