

WESTERN AUSTRALIA CRIMINAL RECORD CHECK

Fee

Please note that a cheque or money order \$33 made out to the “Department of education and Training” must be enclosed with this application (\$10 for volunteers). The stand by timeframe to process a Nation Criminal History Record Check is between 10 -15 working days.

General

The Department of Education and Training conducts criminal history record checks as part of process of assessing the suitability of applicants to work or provide services to the Education and Training Sector.

A criminal history records check cannot be done without your consent. To enable the Department to conduct this check, please complete the attached *Consent to Obtain Personal information Form*.

The consent form involves the provision by you of certain identifying information that will assist the Department of conduct the criminal record check. It also requires that you provide information as to the existence of any criminal convictions or finding of guilt before a court, subject to certain expectations that are discussed below. If it is subsequently discovered that you have provided false or misleading information on this form this may preclude employment in the Education and Training Sector, and in the case of Department employees may constitute a breach of discipline for which action may be taken by the Director General under part5 of *the Public Sector management Act 1994*.

Results of a Criminal History Record Check

If you are found to have no convictions or finding of guilt before a court, you will be notified by the return of the consent form, endorsed to indicate your screen has been completed.

If you are found to have a conviction, finding of guilt before a court, pending court case or any other outstanding matter, this will be referred to the Department Screening Committee for consideration. The Existence of a conviction of finding of guilt before a court does not automatically preclude you from engagement on the Education and training Sector. The Screening Committee considers all information in relation to your situation before coming to a conclusion as to you suitability. Criminal history information is destroyed once the Department has made an assessment, and in the case of refusal, once all appeal processes if any have been exhausted.

Work Rights for Applicants for employment

If you are not Australian or New Zealand citizens, then you must provide evidence that you are entitled to work in Australia such as a copy of your entry visa, or other official document, in order to be employed. If you do not provide evidence of your work rights, the Department will seek confirmation of your status from immigration authorities.

100 POINT IDENTIFICATION

In order to verify your identity, you are required to provide photocopies of at least 100 point of identification using the points allocated in the boxes below. One item from the first box is compulsory.

Only one item per box is allowed to make up your 100 points.

PRIMARY IDENTIFICATION (you must submit one item from this first box)

<ul style="list-style-type: none"> • Birth Certificate (extract, copy) • Current Passport/International travel • Australian Citizenship Certificate 	70 POINTS
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SECONDARY IDENTIFICATION (only one item per box is allowed to make up your 100 points)

<ul style="list-style-type: none"> • Current Driver's Licence • Current Security Licence • Public Service ID card • Tertiary Student ID card • Defence Force ID card 	30 POINTS
<ul style="list-style-type: none"> • A recent signed reference of recommendation, verification of address and confirmation of 12 months association from an acceptable referee (e.g. Dr, Teacher, Clergy, banker, Police etc) • Name Change Certificate • Defence Discharge papers • Marriage Certificate • Social Security benefits card • Trade Certificate/Licence 	20 POINTS
<ul style="list-style-type: none"> • Medicare card • Private Health card • Membership Card of Union, trade or professional body • Bank Card or Passbook • Motor vehicle registration • Recent Pay slip • Electoral Enrolment card • Utility account (e.g. Gas, water, rates notice, electricity) 	10 POINTS



Department of Education and Training
Government of Western Australia
151 Royal Street EAST PERTH WA 6004

**NATIONAL CRIMINAL
HISTORY RECORD CHECK**

CONSENT TO OBTAIN PERSONAL INFORMATION FORM

WA EDUCATION & TRAINING SECTOR

Family Name _____	Given Names _____
Other Names _____ All other names by which I am, or ever have been known. (attach a separate sheet if necessary)	
Date of Birth ____ / ____ / ____ (eg 29/04/1943) Day Month Year	Birth Town _____ Birth Country _____
Gender M F OTHER (Circle)	Passport No. _____ Country _____
Position Sought _____ e.g. Teacher, Admin, Gardener, Teacher Aide, Volunteer; Cleaner, Home Carer, University Student etc	
Workplace _____	ID No. _____
e.g. School name, District/Central Office, which TAFE College, University + Campus + Course	
Driver's Lic. No. _____	State _____ Ph/Mob/ Email Contact: _____

DECLARATION BY APPLICANT

I declare that:

1. I have read and understood the information provided with this form, and I have provided accurate and complete information in response to each of the questions listed in this form. I understand that if I provide false, misleading, or incomplete information, employment or placement may be refused.
2. I consent to the Department forwarding details obtained from this form to the CrimTrac Agency and/or to Australian police services or other relevant law enforcement agencies;
3. I consent to the CrimTrac Agency making enquiries to Australian police services and those Australian police services extracting from their records details of criminal and/or traffic records relating to me pending before a Court and/or details of convictions or findings of guilt which have been recorded against me, including "spent" convictions disclosable by law, and forwarding relevant information to the CrimTrac Agency;
4. I consent to the CrimTrac Agency providing the relevant information to the Department, and if I am a teacher, for the Department to forward the relevant information concerning me to the Western Australian College of Teaching for the purpose of assisting to determine my application for registration as a teacher;
5. I acknowledge that any information provided by me on this consent form or by Australian police services as a result of the records check may be taken into account by the Department in assessing my suitability for continued employment or placement; and
6. I acknowledge that any information obtained as part of this process may be used by Australian police services for law enforcement purposes including the investigation of any outstanding criminal offences.

Signature _____ Date _____

Please print your postal return address below.

Name	
Street	
Town	Post Code



Department of Education and Training
 Government of Western Australia
 151 Royal Street EAST PERTH WA 6004

NATIONAL CRIMINAL HISTORY RECORD CHECK

CONSENT TO OBTAIN PERSONAL INFORMATION FORM (Continued)

Criminal history record information

Please answer carefully the following questions: (Circle **YES** or **NO**).

- a Are you the subject of any criminal or traffic charges (not including parking infringements) that are still to be determined or finalised?

YES NO

(If you answered **YES** please attach details on separate sheet.)

- b Do you have any adult convictions or findings of guilt in relation to any offence that are NOT protected by Commonwealth, state or territory spent convictions legislation or information release policies?

YES NO

(If you answered **YES** please attach details on separate sheet.)

- c Have you ever been the subject of any investigation or disciplinary action relating to your good character, by a previous employer, where you were not fully exonerated by that employer, in respect of conduct relevant to assessing whether or not you are of good character and suitable for employment in the Education and Training Sector?

YES NO

(If you answered **YES** please attach details on separate sheet.)

Current and previous residential addresses over the last 10 years.

If full details of previous addresses are unavailable details of town(s) and state(s) will suffice. Attach list if insufficient room.	If actual dates are unavailable, year of residence will suffice
CURRENT	Period of residence / / to now.
	/ / to / /
	/ / to / /
	/ / to / /

VOLUNTEER CERTIFICATION BY PRINCIPAL OF AGENCY

I, of
(Print Principal's name) (Print name of school / college / agency etc)
 certify that the applicant named in this form is a genuine **volunteer** who will be working in the Western Australian Education and Training sector with or near children.
Signature: **Date:**

Please post the completed form (Pages 1 and 2) to the Department's Screening Unit at the address below together with photocopies of your 100 point ID documents, any other information you have been asked by the form to attach, and the \$33 fee. **Do not enclose original documents.**

Screening Unit
Department of Education and Training
Locked Bag 2
EAST PERTH WA 6892

\$33 FEE
(Volunteer Fee is \$10)
 Please enclose a cheque or money order made out to:
"Department of Education and Training"