



National Criminal Record Check Children and Family Volunteers

FAX COVER SHEET

CONFIDENTIAL

To: Human Resources

Fax: (02) 9326 9796

Page: 1 of _____

Name of Applicant:

Position:

Program/Cost Centre:

Manager's name:

Attachments:

- National Criminal Record Check form
(fully completed, including "Other/Alias" sections, and signed)

- Photocopies of identification to the value of 100 points (attached)

NATIONAL CRIMINAL RECORD CHECK CONSENT FORM



Provide your full name as well as any other names / aliases by which you have been known. Employers are required to sight applicant's original identifying documents as per 100 point ID check.

	Family or Last Name	Given Name 1	Given Name 2	Given Name 3
Current Name #				
Other / Alias 1				
Other / Alias 2				
Other / Alias 3				
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	/ /	(dd/mm/yy)
Place of Birth	City:	State:	Country:	
Current Address				Date: / / to current
Previous Addresses (within last 5 years)	1.			/ / to / /
	2.			/ / to / /
	3.			/ / to / /
Telephone No:	Driver's Licence No:		State:	
	Passport No:		Country:	
Position	Type of Position		<input type="checkbox"/> Paid Employee or <input type="checkbox"/> Volunteer	

- I acknowledge that I have read the Information sheet provided with this Form and understand that the position for which I am being considered is in a category for which NO exclusion has been granted from the application of the Spent Convictions Scheme, as described under the heading "Spent Convictions Schemes" in the Information sheet.
- I certify that the personal information I have provided on this Form relates to me and is correct;
- I acknowledge that any information provided by me on this Form or by Australian police services as a result of the records check may be taken into account by NSW Health in assessing my suitability for the above position.
- I consent to: (i) my employer forwarding details obtained from this form to NSW Health;
(ii) NSW Health forwarding details obtained from this form to the CrimTrac Agency and/or to Australian police services or other relevant law enforcement agencies.
- I consent to:
 - the CrimTrac Agency making enquiries to Australian police services;
 - Australian police services obtaining and disclosing from their records personal information about me, including any outstanding charges, criminal convictions and findings of guilt recorded against me for any offences in any jurisdiction, that may be disclosed according to the laws of the jurisdiction and, in the absence of any laws governing the release of that information, according to the jurisdiction's information release policy, and forwarding relevant information to the CrimTrac Agency; and
 - the CrimTrac Agency providing relevant information to NSW Health for the purposes of allowing NSW Health to assess my suitability in relation to my employment.

I am aware that if any such records are identified, NSW Health may seek additional information relating to that record from sources such as courts, police, prosecutors and past employers. I understand that the purpose of seeking this information is to enable a full and informed employment risk assessment and that where other information is available, NSW Health will obtain that information for employment risk assessment purposes only. 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.

Name:

Signature:

Date: / /

GENERAL INFORMATION

This Form is used by NSW Health as part of the assessment process to determine whether a person is suitable for employment or other engagement for work.

Unless statutory obligations require otherwise, 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 employment in other positions.

CRIMINAL HISTORY RECORD CHECK

Criminal history record checks are an integral part of the assessment of your suitability. Information extracted from the Form will be forwarded to the CrimTrac Agency, other Australian police services or other law enforcement agencies for checking action. By signing the Form you are providing your consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to NSW Health; and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to NSW Health.

Such criminal history information may include outstanding charges, and criminal convictions/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 relevant jurisdiction's information release policy.

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 CONVICTIONS SCHEMES

New South Wales

In New South Wales the Criminal Records Act 1991 (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court. A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a ten year crime-free period from the date of the conviction. However, certain convictions may not become spent convictions. These include:

- *where a prison sentence of more than 6 months has been imposed (periodic or home detention is not considered a prison sentence);*
- *convictions against companies and other corporate bodies;*
- *a large number of sexual offences; and*
- *convictions prescribed by the regulations.*

For more information on spent convictions in NSW contact NSW Privacy on phone (02) 9268 5588.

Other Australian police services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or 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 over a certain age. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will not be released unless the records check is for the applicant's personal information only and provided that this is in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

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 assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interests to provide full and frank details in the form.

100 POINT IDENTIFICATION CHECK

It is a requirement of the National Criminal Record Check and Working With Children Check process that your identity be verified.

Please provide photocopies of at least 100 points of identification using the checklist below. The point score of documents must equal 100 points and may be made up combining secondary sources of identification if a primary source is not available.

Primary identification (you must submit one item from the box below)	Score
<ul style="list-style-type: none"> • Birth Certificate • Birth Card issued by the New South Wales Registry of Births, Deaths and Marriages • Citizenship Certificate • Current Passport • Expired passport which has not been cancelled and was current within the preceding 2 years 	70
Secondary identification (only <u>one</u> item per box below is allowed)	
<p>The following documents must have a PHOTOGRAPH and NAME:</p> <ul style="list-style-type: none"> • Driver Licence issued by an Australian State or Territory • Licence or permit issued under a law of the Commonwealth, a State or Territory Government (e.g. a boat licence) • Identification card issued to a public employee • Identification card issued by the Commonwealth, a State or Territory as evidence of the applicant's entitlement to a financial benefit (eg. Pension card) • Identification card issued to a student at a tertiary education institution • Proof of Age Card or NSW Photo Card issued by the NSW Roads and Traffic Authority 	40
<p>The following documents must show NAME and ADDRESS:</p> <ul style="list-style-type: none"> • Document held by a cash dealer giving security over the applicant's property • A mortgage or other instrument of security held by a financial body • Council rates notice • Document from the applicant's current or former employer within the past 2 years • Document from the Credit Reference Association of Australia • Land Titles Office record 	35
<p>The following documents must show NAME and SIGNATURE – points from the same source may only be counted once (ie. a Mastercard and EFTPOS card issued by the same financial institution):</p> <ul style="list-style-type: none"> • Credit card or account card from a bank, building society or credit union (copy both sides of card) • Marriage Certificate (for maiden name only) • Foreign Driver's Licence • Medicare Card (signature not required) • Membership card for a registered club • NRMA Membership • EFTPOS Card (copy both sides of card) 	25
<p>The following documents must show NAME and ADDRESS:</p> <ul style="list-style-type: none"> • Lease/rental agreement • Rent receipt from a licensed real estate agent • Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny • A recent signed reference of recommendation from an acceptable referee (eg doctor, teacher, clergy, banker, police etc) • Records of a public utility – eg. telephone, water, gas or electricity bill) • Records of a financial institution • A record held under law other than a law relating to land titles 	25
<p>The following documents must show NAME and DATE OF BIRTH:</p> <ul style="list-style-type: none"> • Records of a primary, secondary, or tertiary institution attended by the applicant within the past 10 years • Records of a professional or trade association of which the applicant is a member 	25