



EMPLOYMENT SCREENING FORM

(Staff members, applicants to become staff members, volunteers and students on work experience)

PLEASE ENSURE YOU HAVE READ THE 'EMPLOYMENT SCREENING INFORMATION' (APPENDIX A) AND 'GUIDELINES FOR DEALING WITH RELEVANT INFORMATION' (APPENDIX B) BEFORE COMPLETING THIS FORM

You should complete this form:

- Prior to your Initial engagement** – complete Part A & B – forward signed form & documentation to your HR Business Partner, QPS
- To disclose a change to your relevant information, whilst already engaged** – complete Part B only - forward form and documentation to the Ethical Standards Command (ESC) and Police Information Centre (PIC)

PART A – ENGAGEMENT INFORMATION

1. ENGAGEMENT TYPE (Panel Chair/Line Manager to complete)

Engagement Type ☐ Permanent ☐ Temporary ☐ Casual ☐ Work Experience ☐ Volunteer

2. ENGAGEMENT DETAILS (Panel Chair/Line Manager to complete)

Vacancy Ref No (if applicable):	Date Advertised (if applicable):
Position Title & Classification:	Position Number:
Unit/Branch/Division: Protective Services Group - SCTC	Location: Communities
Period of proposed engagement (if not permanent): to	
Will driving be a significant duty of the position offered? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Panel Chair/Line Manager:	
Name: _____	Position Title: _____
Email: _____	Signature: _____

3. PERSONAL PARTICULARS (Candidate to complete)

Title:	Family Name:	Given Name(s):
Preferred Name:		
All Previous Names: (Note: you will need to provide certified evidence documentation to show the link between your current name and previous name – eg: marriage or divorce certificate, certificate issued by an Australian Registry of Births, Deaths and Marriages)		
Date of Birth: (DD/MM/YYYY)	/ /	Place of Birth: (Town, State, Country)
Current residential address (in full):		Postcode:
Postal address (if different from residential address):		Postcode:
Personal email address:		
Telephone: Mobile:	Home:	Work:
Have you lived in New Zealand for a continuous 12 month period in the past 10 years?. No <input type="checkbox"/> Yes <input type="checkbox"/>		
If yes, please complete a New Zealand Police Vetting Consent Form		

4. RIGHT TO WORK IN AUSTRALIA (candidate to complete) (Provide the evidence below)

You are required to provide certain documentation as evidence of your citizenship or your right to work in Australia, and identification so an assessment of suitability can be undertaken prior to your proposed engagement. The checklist below will assist you to provide the required documentation. All documents supplied are to be certified (refer to the 'Employment Screening Information' – Appendix A). All documents should be current.

Category	Documents required	Tick
Australian Citizen - born in Australia before 20 August 1986	(1) Australian Birth Certificate; and (2) Government issued ID with photo and signature#	
Australian Citizen - born in Australia on or after 20 August 1986 (The Australian Citizenship (Amendment) Act 1986 provided that children born in Australia on or after 20 August 1986 would only be Australian citizens if at least one parent is an Australian Citizen or permanent resident).	(1) Government issued ID with photo and signature#; and (2) Australian Birth Certificate; and (3) One of the following: <div> <input type="radio"/> Your Australian passport <input type="radio"/> Certificate of Australian Citizenship <input type="radio"/> Evidence of one parent's Australian Citizenship or permanent residence in Australia (at the time of your birth) <input type="radio"/> Parent's Australian Passport </div>	
Australian Citizen - born overseas	(1) Australian Citizenship certificate; and (2) Government issued ID with photo and signature#	
Permanent Australian Resident	(1) Foreign passport or Government issued ID with photo and signature#; and (2) Evidence of Permanent Resident visa	
New Zealand Citizen	(1) New Zealand passport or citizenship certificate; and (2) Government issued ID with photo and signature#	
Temporary work visa holder	(1) Foreign passport; and (2) Evidence of Temporary Work Visa	

Examples of Government issued ID with photo and signature include:

- Australian Drivers Licence
- Australian Passport
- Firearms Licence
- Current Queensland Government public service ID card with photo and signature
- Current Commonwealth public service ID card with photo and signature

Are all your evidence documents from the checklist above certified? No ☐ Yes ☐

Have you provided certified documentary evidence of any previous names used? No ☐ Yes ☐ N/A ☐

5. EMPLOYMENT HISTORY (Candidate to complete)

1.	Have you been employed as a Queensland public service/sector employee (including local government)? If yes, please complete table below (if not enough room please provide details on a separate piece of paper). (If QLD Health, please specify which Hospital or Health Service)				No <input type="checkbox"/>	Yes <input type="checkbox"/>
2.	Have you previously been employed by the Queensland Police Service? If yes, provide details of period employed: From: / to: / month / year month / year Also state whether employment was as a: Police Officer or Civilian (please circle/ choose)				No <input type="checkbox"/>	Yes <input type="checkbox"/>
From	To	Employer	Position held	Employee Number (if known)	Address and Location	

PART B - DISCLOSURE OF RELEVANT INFORMATION

(candidate to complete)

You **MUST** disclose 'Relevant Information' (refer to the 'Employment Screening Information' – Appendix A and 'Guidelines for dealing with relevant information' - Appendix B). Failing to disclose information or providing false or misleading information may result in a determination that you are unsuitable for engagement.

Family Name:

Given names:

Employee number:

(The above employee name and number information is not required if you are a new engagement as Part A should have been completed. This information is to be completed if you are already engaged and disclosing a change to your relevant information)

Have you: -

(a) been convicted or charged with an offence? No ☐ Yes ☐

(i) if yes, when was the offence committed or alleged to have been committed?

(ii) if yes, what are the details of the offence or alleged offence?

(iii) if yes — was the conviction recorded? No ☐ Yes ☐
(provide a description of the details of the sentence)

(b) been the subject of disciplinary action under a public sector disciplinary law involving—

- (i) termination of employment; or
- (ii) reduction of classification level or rank; or
- (iii) transfer or redeployment to other employment; or
- (iv) reduction of remuneration level; or
- (v) a disciplinary declaration that states a disciplinary action mentioned in subparagraph (i) or (ii) as the disciplinary action that would have been taken against you if your employment had not ended.

No ☐ Yes ☐

If yes, please provide below, a full description of those matters.

Has a warrant ever been issued against you in Queensland or interstate, No ☐ Yes ☐
or are there any warrants against you outstanding? (if yes, provide details below)

Has a domestic violence or restraining order ever been issued against you? No ☐ Yes ☐
(if yes, provide details below)

Have you ever been found guilty of a traffic offence, or been issued with a Traffic Infringement Notice (traffic ticket) or Summons for a traffic offence, excluding parking? (if yes, provide details below)

No ☐ Yes ☐

Have you ever been cautioned or warned by police, including for an offence committed as a juvenile? (if yes, provide details below)

No ☐ Yes ☐

Are you a person of interest in Queensland or interstate because for example you are a suspect, offender, missing person, victim, witness, or wanted for questioning? (if yes, provide details below)

No ☐ Yes ☐

Do you have any current or previous alias to declare? (if yes, provide details below)

No ☐ Yes ☐

Is there any other relevant information that may affect your suitability to be engaged or continue to be engaged? (if yes, provide details below)

No ☐ Yes ☐

6. DECLARATION (Candidate to complete)

I declare that all the information I have provided is correct and complete, and I have provided the appropriate certified copies of evidence to support my assessment of suitability.

I declare that I have read and understood the 'Employment Screening Information' (Appendix A) including the 'Guidelines for dealing with Relevant Information' (Appendix B). I understand that I **must** disclose relevant information as part of my assessment of suitability for engagement.

I acknowledge that the provision of incorrect information or the withholding of any information may adversely affect the assessment of my suitability and could result in me not being offered the position or the cancellation of my appointment/engagement.

I hereby authorise the Queensland Police Service (QPS) to verify any or all the information contained in this form, and conduct any/all checks, for the purposes of assessing suitability for engagement under the *Police Service Administration Act 1990* and *Public Service Act 2008 (Qld)*. I approve for verification of my visa entitlements to be conducted by the QPS using the Federal Government's Visa Entitlement Verification Online (VEVO) portal (if applicable).

If there is a change in relevant information, you must immediately disclose to QPS the details of the change. Failing to disclose information or providing false or misleading information may result in a determination that you may be unsuitable for engagement by the appropriate departmental delegate.

Signature of candidate (or Parent or Guardian if candidate is under 18 years old)

Date

Signature of Witness

Date

Privacy Collection Statement

The QPS is collecting your information for the purpose of processing your nomination for engagement and assessment of suitability. The collection of this information is authorised by the *Police Service Administration Act 1990* (Qld) and the *Public Service Act 2008* (Qld). The information you provide will not be used or disclosed without your consent unless such use or disclosure is authorised or required by law, including the *Police Service Administration Act 1990* (Qld), *Public Service Act 2008* (Qld) and the *Information Privacy Act 2009* (Qld). You have a right to access personal information that the QPS holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Right to Information and Privacy Unit by email at RTI@police.qld.gov.au or by telephone (07) 3364 4666.



EMPLOYMENT SCREENING INFORMATION

This information will assist you in completing the Employment Screening Form which is required if you wish to be engaged by the Queensland Police Service (QPS) as authorised by the *Public Service Act 2008* and *Police Service Administration Act 1990*.

PURPOSE

The Employment Screening Form provides an opportunity for you, as either a current and future candidate for engagement within QPS, to self-disclose relevant information under the *Public Service Act 2008* (Qld) and *Police Service Administration Act 1990*. It is your duty under the *Police Service Administration Act 1990* to disclose relevant information known to you that may affect your suitability to be engaged by QPS.

Please note that all information received is held in the strictest confidence, and managed in accordance with the Privacy Collection Statement, as provided for on the Employment Screening Form.

If there is a change in the relevant information, it is your responsibility to immediately disclose to the agency the details of the change throughout the course of your employment. Failing to disclose information or providing false or misleading information may result in a determination that you may be unsuitable for employment by QPS.

CERTIFICATION OF ALL DOCUMENTATION SUPPLIED

You are required to provide certified copies of original evidence documentation (certification shows that the original documents have been sighted). Documentation you provide is to be legible and include sufficient detail for verification during the screening process. Documents can be certified by persons listed in Schedule 2 of the *Statutory Declarations Regulations 1993*, and include:

- Justice of the Peace
- Commissioner of Declarations
- Lawyer/Solicitor
- Police Officer

RIGHT TO WORK IN AUSTRALIA AND IDENTIFICATION

For you to be engaged by the Queensland Government you must provide proof of your Australian Citizenship or your right to work in Australia, as well as further identification. The minimum requirement for identity verification for all new Queensland Government employees is listed in section 7. 'Right to work in Australia'. Identity documentation provides:

- evidence of the commencement of your identity in Australia (these documents should be government issued, with robust identity proofing processes, issuance and management processes and generally contains a photograph or other security features); and
- evidence of a link between an identity and yourself (these documents must include a photograph and a signature and may be issued by government or non-government sources and supported by moderate identity proofing processes, issuance and management processes).

If you cannot otherwise confirm your Australian Citizenship, you should contact the Department of Home Affairs 131 881 or visit www.homeaffairs.gov.au.

PERMANENT OR TEMPORARY ENGAGEMENTS

Under the *Public Service Act 2008*, you are eligible to be engaged as a permanent employee if you:

- are an Australian citizen; or
- you reside in Australia and have permission under a Commonwealth law to work in Australia.

Most New Zealand citizens who enter Australia on a New Zealand passport do so under the Trans-Tasman Travel Arrangement. New Zealand citizens who enter Australia under this arrangement do not have to apply for a visa before travelling. They are granted a Special Category visa (subclass 444) (SCV) on arrival in Australia, subject to meeting certain health and character requirements, and can be considered for permanent engagements. The Special Category visa is unique under Australian migration law as it is a temporary visa that allows New Zealand citizens to remain in Australia indefinitely with no work limitation or other conditions attached.

You are eligible to be engaged as a temporary employee if you are an Australian Citizen or you reside in Australia and have permission, under a Commonwealth law, to work in Australia.

DOCUMENTS NOT IN ENGLISH

If any of your evidence documents are not in English, you must have these translated before submitting your completed Employment Screening Form. Use a translator accredited by the National Accreditation Authority of Translators and Interpreters to assist you with this. You must ensure you include the translation and the document which is not in English with your Employment Screening Form

GUIDELINES FOR DEALING WITH RELEVANT INFORMATION

Introduction

The Queensland Police Service (QPS) and Public Safety Business Agency (PSBA) are committed to being an employer of choice through the selection and retention of people who display the attributes of integrity, fairness, equity, professionalism and accountability.

The QPS must have the confidence of the wider community to properly pursue its statutory functions, and systematic integrity screening is an important mechanism for the maintenance and advancement of the organisational integrity.

There is a requirement that all persons engaged by the QPS & PSBA meet very high standards with regard to their behaviour and conduct. All persons engaged by the QPS & PSBA reflect upon the organisational integrity of the QPS & PSBA.

The *Police Service Administration Act 1990* (the Act) provides that “.....the Commissioner –

- (a) *may gather all the relevant information the Commissioner needs about a person engaged or seeking to be engaged by the service;*
and
- (b) *may use the information to assess the person's suitability to be, or continue to be, engaged by the service.”*

Processes are in place to ensure the maintenance of the highest possible levels of integrity within the QPS & PSBA.

The purpose of these guidelines is to explain what is ‘relevant information’ obtained or disclosed for the purpose of determining a person's suitability to be engaged or continue to be engaged by the QPS & PSBA, and set out a process for consistent assessment of suitability of persons, including natural justice is afforded to persons about whom information is obtained.

Application of the Guidelines

These Guidelines apply to you as a QPS staff member or a PSBA employee.

Duty to Disclose relevant information and any changes to relevant information

If you are being engaged by the QPS or PSBA, you **must** disclose all ‘**relevant information**’ that may affect your suitability to be engaged by the QPS or PSBA. If during your engagement with the QPS or PSBA, you are aware that there is a change in your relevant information, you **must** immediately provide details to your supervisor/line manager of this change.

Failure to disclose relevant information, or changes to relevant information, is a serious matter and can result in the termination of your engagement. You should familiarise yourself with the requirements and process for disclosing relevant information, and how it may be used to assess suitability to be engaged or continue to be engaged by the QPS or PSBA.

It is necessary to disclose **all** relevant information, even if more than 10 years has passed since an offence was committed or if the offence would not otherwise be disclosable under the *Criminal Law (Rehabilitation of Offenders) Act 1986*.

The attached approved form allows you to provide your disclosure of information.

Under division 3 and division 4 of Part 5AA of the Act, the Commissioner may also obtain and consider relevant information for the purpose of determining a person's suitability to be engaged or continue to be engaged by the QPS or PSBA. For example, information may be sought from another law enforcement agency, and information on disciplinary action may be obtained from another department in relation to a person who is or was a public service employee. If a person is charged with an indictable offence, particulars will be provided by the Director of Public Prosecutions to the Commissioner of Police.

Note however the provisions that allow the Commissioner to obtain relevant information does **not displace** your duty to self-disclose **all** information, charges or convictions.

What is ‘relevant information’?

The Act provides that **relevant information**, about a person, for the purposes of assessment of suitability, means information about the person of a kind mentioned in the schedule for the person.

The Schedule sets out what is relevant information, depending on whether a person is a police officer, staff member (including PSBA employees, volunteers, and students on work experience), person performing work under a contract, or an external service provider.

Relevant information commonly includes information about:

- a) A person's criminal history;
- b) The existence and details of convictions or charges;
- c) The existence and details of QPS cautions or warnings;
- d) A person's Traffic History;
- e) Details of a person's involvement in acts of Domestic violence;
- f) Any warrants or known alias of a person or whether a person is wanted for questioning in Queensland or interstate;
- g) Information about a person, that is supplied to the Commissioner of Police by the Crime and Corruption Commission;
- h) Information about any disciplinary finding made in relation to a person or disciplinary action taken against a person, including a disciplinary declaration made under the *Public Service Act* 2008, section 188A.

For specific details of what is relevant information, you should also refer to the Schedule of the Act as is currently in force.

Dealing with information

Relevant information made available, disclosed or obtained under Part 5AA can only be used for the purposes of assessing a person's suitability to be engaged, or continue to be engaged by the QPS or PSBA. Only relevant information will be used in assessing suitability.

Information made available, disclosed or obtained under Part 5AA must not be disclosed to anyone else unless provided for under the Act. However, in accordance with the Act, it is not Parliament's intention to prevent the delegate using information obtained under this part that discloses the commission of an offence, or is, or leads to, the discovery of evidence of the commission of an offence, for an investigation into the offence or any proceeding started or facilitated because of the investigation.

Assessment of suitability

The delegate will have regard to all of the information made available under Part 5AA, to determine the suitability of a person to be engaged or continue to be engaged by the Service. When making the assessment, the delegate may have regard to all relevant information available, including, but not limited to:

- Information disclosed under Part 5AA of the Act;
- Information made available by a declared agency or law enforcement agency because of a request under Part 5AA of the Act;
- Disciplinary information provided by a chief executive of another department;
- Information that is stored on a database kept by the QPS Commissioner or kept by another law enforcement agency to which the QPS Commissioner has access;
- Information that is otherwise available to the QPS Commissioner.

As the details and factors for a particular case will be different for each instance and each person, the assessment of suitability for a person is a process that is conducted on a case by case basis, considering all relevant information.

Natural Justice

If, because of information identified under Part 5AA, the delegate considers you may not be suitable to be engaged or continue to be engaged by the QPS or PSBA, you will be provided the information and allowed an opportunity to make representations about the information. You will also be provided with the reasons why the delegate considers you may not be suitable to be engaged or continue to be engaged by the QPS or PSBA.

There are certain circumstances where information will not be provided. These circumstances are detailed in section 5AA.12(2) and 5AA.13(2) of the Act. These include where disclosure of the information may prejudice an investigation of offences or the effectiveness of a lawful method of preventing and investigating offences, may enable the identification of a confidential source of law enforcement information, may endanger a person's life or physical safety, may prejudice national security, or if disclosure is prohibited by law.

If you are given notice that you may not be suitable to continue to be engaged by the QPS or PSBA, you will be afforded the opportunity to respond within **14 days** of the initial written advice from the QPS or PSBA. If no response is received within 14 days, a decision will be made without your response. Where a written submission is made by a person, consideration will be given to the submission prior to a final decision being made.

Decision about the suitability of persons

Considering all relevant information, the delegate will make a decision about a person's suitability to be engaged or continue to be engaged by the QPS or PSBA. In making this decision, the delegate will consider any representations made by the person. If you are currently engaged with the QPS or PSBA and the delegate makes a decision that you are not suitable to continue to be engaged by the QPS or PSBA, your engagement may be terminated.