

## Pre-Employment Declaration

### RECRUITMENT DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT AT CARCLEW

#### Instruction to applicants:

To be eligible to receive an offer of employment at Carclew, you must complete a pre-employment declaration. You may also be required to agree to other pre-employment processes.

The information derived in this declaration and other pre-employment processes is necessary to assess the suitability of applicants to be offered employment at Carclew, having regard to an applicant's ability to perform the technical aspects of a role and in consideration of the ethical obligations on employees. Some information is necessary to seek to ensure Carclew and Carclew's responsible officers comply with their obligations under the *Work Health and Safety Act 2012*. Some information is necessary in seeking to ensure we meet workplace diversity targets.

The information is collected and will be managed in accordance with the *State Records Act 1997* and destruction schedules issued under that Act and the Cabinet Administrative Instruction 1/89 known as the *Information Privacy Principles Instruction* and *Premier and Cabinet Circular No. 12*.

You should be aware that the definition of misconduct in the *Public Sector Act 2009* includes providing a false statement in connection with an application for engagement as a Carclew employee.

This Pre-Employment Declaration is issued by Carclew in accordance with the Commissioner for Public Sector Employment and the minimum requirements outlined in the Directions of the Premier - Recruitment.



**CRIMINAL HISTORY:**

Public sector employees are under significant ethical obligations. In assessing whether it is appropriate to offer you employment at Caclew is important to consider your suitability by reference to those ethical obligations including by having regard to your character and prior conduct. The following questions are important in assisting to assess your suitability to be offered employment by Carclew.

2. Have you ever been convicted of any criminal offence, including road traffic offences not resolved by expiation?

If yes, please provide detail: Yes No

**NOTE: SPENTCONVICTIONS**

You are not required to divulge information about a spent conviction. A spent conviction is a criminal conviction that lapses either immediately or after a period of time pursuant to the provisions of the *Spent Convictions Act 2009*.

2.1 Are you currently facing criminal charges that are yet to be determined?

If yes, please provide detail: Yes No

2.2 Have you undergone Criminal History Screening and/or other relevant background or history assessments/screening in the last three years?

Yes No

If yes, please append the results of such screening or assessment/s.

Please note:

In addition to this declaration, you will be required to provide a current (up to 36 months from date of issue) DCSI Employment Clearance for working with Children. You will not be further considered for an offer of employment if you do not agree to participate in such history or other background screening or assessment.

If you are offered and accept employment by Carclew, it will be a condition of such employment that you agree to periodic history or background screening or assessment.

## EMPLOYMENT HISTORY:

The following questions are also designed to assist in assessing your suitability to be employed at Carclew with regard to the significant ethical obligations on Carclew and public sector employees.

3. Has your employment ever been terminated by any organisation, including a South Australian public sector agency, for any reason?

Yes      No

If yes, please provide detail:

3.1 Have you been found to have committed misconduct or otherwise performed your duties unsatisfactorily in previous employment?

Yes      No

If yes, please provide detail:

3.2 Are you currently, the subject of an investigation or any other process relating to suspected or alleged misconduct or other unsatisfactory performance by you?

Yes      No

If yes, please provide detail:

**VOLUNTARY SEPARATION AND REDEMPTION OF WORKERS COMPENSATION ENTITLEMENTS:**

4. Have you ever received any voluntary early retirement or voluntary separation package from employment in the South Australian public sector?

Yes                      No

If yes, please provide detail including date of resignation and name of relevant agency:

Note: the term “public sector” means any agency or instrumentality of the Crown in right of the State of South Australia and includes any public sector corporation that is in existence or which is established by or under any Act.

4.1 Have you ever received any payment, involving your resignation from employment in the South Australian public sector upon the redemption of workers compensation entitlements?

Yes                      No

If yes, please provide detail:

**ELIGIBILITY TO WORK IN AUSTRALIA:**

5. Are you currently eligible to work in Australia?

Yes, I am a permanent resident/citizen

Yes, I have a current work permit/visa - Please provide a copy of any current work permit or Visa

No

**WORKPLACE DIVERSITY:**

6. The SA public sector is committed to increasing employment opportunities for Aboriginal people at all levels within the South Australian public sector

Do you identify with being Aboriginal or Torres Strait Islander?

Yes                      No

