

Pre-Employment Declaration

RECRUITMENT DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT AT CARCLEW

As you know Carclew staff are not Public Sector Employees; however, Carclew staff benefit from being employed under the terms of the South Australian Public Sector Enterprise Bargaining Agreement (EBA) negotiated between the State Government and their employee's union, The Public Service Association (PSA). Consequently, Carclew staff are required to comply with various public sector policies and accountabilities.

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 undertake other pre-employment processes if necessary.

Some of the information you are asked to provide here is to assess your suitability/eligibility for employment at Carclew. Other components are required to ensure that the employer can comply with their obligations to provide safe work under the *Work Health and Safety Act 2012*.

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*.

You must answer all of the questions in this Pre-Employment Declaration fully and truthfully. All questions are mandatory except where stated otherwise. Please attach pages as necessary.



DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT AT CARCLEW

I...

name in full

of:

physical address (not post office box)

do declare as follows:

I am an applicant to Carclew
for the role of:

name of role

ENSURING SAFETY:

In order to ensure your safety at work it is essential that you have physical and psychological capacity to perform the duties of the role once any reasonable adjustments have been identified and implemented.

A reasonable adjustment is a reasonable measure or action taken by an employer to allow a person with a medical condition or disability to undertake the duties of the role. For example, it could be a modification to the working environment or to the design of the role.

1. Do you currently have any medical condition or disability (including a learning disability) which might prevent or impede you from being able to satisfactorily perform any duties or functions that would be reasonable required of you in the role for which you have applied? Please refer to information about the requirements of the role provide in the job pack where applicable.

Yes No Unsure

If yes or unsure, please provide details (include details of any assistance/adjustments that may reasonably be required so that you can perform the inherent requirements of the role):

Details:

Please note: You may be required to participate in a medical and/or functional capacity assessment in order to assist in assessing your suitability to be offered employment in the role. If you do not agree to participate, you will no longer be considered to receive an offer of employment.

CRIMINAL HISTORY:

Public Sector employees; including Carclew staff, are under significant ethical obligations. In assessing whether it is appropriate to offer you employment at Carclew, it 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.

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

- Yes No

If yes, please provide details:

Note: Spent Convictions

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.

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

- Yes No

If yes, please provide details:

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

- Yes No

If yes, please provide details:

Please note: In addition to this declaration, you may be asked to agree to Criminal History or other background history screening or assessment. You will not be further considered for an offer of employment at Carclew if you do not agree to participate in such history or other background screening or assessment.

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

ELIGIBILITY TO WORK IN AUSTRALIA:

3. 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

EMPLOYMENT HISTORY:

The following questions are important in assisting to assess your suitability to be offered employment at Carclew.

4.1 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 details:

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

Yes

No

If yes, please provide details:

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

Yes

No

If yes, please provide details:

VOLUNTARY SEPARATION OR REDEMPTION OF WORKERS COMPENSATION ENTITLEMENTS:

5.1 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 details including date of resignation and name of relevant agency:

Please 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.

5.2 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 details including date of resignation and name of relevant agency:

WORKPLACE DIVERSITY:

The SA Public Sector is committed to reflecting the diverse community it serves while creating an inclusive workplace for all of its people. Diversity is one of the four foundations of public service as outlined in the Code of Ethics for the South Australian Public Sector and is reflected in the South Australian Public Sector Values.

Section 65 of the *Public Sector Act 2009* enables an employment opportunity program to be declared to assist persons of a defined class to gain employment, training or experience in the public sector.

Employment opportunity programs exist for Aboriginal and Torres Strait Islander people and people living with a disability.

The following questions regarding workplace diversity are optional.

6.1 Do you identify with being Aboriginal or Torres Strait Islander?

Yes No Prefer not to disclose

6.2 Are you a person living with a disability?

Yes No Prefer not to disclose

DECLARATION:

I declare that the information in this declaration and in any other documents completed by me and/or any other statement made by me in support of my application for employment at Carclew, and the information provided by me in connection with my application for employment at Carclew, including in any interview, is true and correct in every detail.

Disclosure of Confidential information

I acknowledge that if I am employed at Carclew either in the role for which I have been offered or in any other role, I may, during the course of that employment, gain access to confidential information. Detailed provisions regarding disclosure of confidential information are contained in relevant public sector legislation, regulations, determinations, guidelines and industrial instruments. Without detracting from such sources, unless such information is clearly not of a confidential nature, and unless I am expressly advised to the contrary by someone with requisite authority, policy or as required by law all information I gain access to as a Carclew employee is to be treated as confidential. The expression “confidential information” as used in this declaration means all information which must be treated as being of a confidential nature. I understand that I must not disclose or make use of that confidential information, during or after that employment, except in the proper course of my duties and/or with requisite authority and/or otherwise according to law. In particular, I undertake not to use any confidential information gained by virtue of any public sector employment, with the intent of securing a benefit for myself, any person, company or any future employer. In any case where I am in doubt as to whether information gained during employment at Carclew is confidential and/or how such information should be managed, I undertake to seek advice and instruction from a supervisor or manager.

Potential or Actual Conflict of Interest

I undertake that if I am employed at Carclew either in the role for which I have been offered or in any other role, I will not engage in any external or private activities which will result in a conflict or potential conflict of interest with any of my duties as a Carclew employee. I am aware that detailed provisions regarding conflict of interest and disclosure of conflict of interest are contained in relevant public sector legislation, and guidelines. Without detracting from such sources, in any case where there is any possible doubt regarding potential conflict of interest, I undertake to seek advice and instruction from a supervisor or manager.

Employment Based on Provision of True and Correct Information

I understand that if I am offered employment at Carclew it has been made on the basis that the information that I have provided in connection with my application for employment is true and correct in every detail. I understand that any false statement made in connection with my application for employment at Carclew – which will include information withheld or incomplete – may lead to a rejection of my application for employment, or, in the event that I am employed or continue employment at Carclew, will amount to misconduct and render me liable to disciplinary action, including termination of employment.

Applicant’s name, printed:

Applicant’s signature:

Date: / /