

## NATIONAL POLICE CHECKING SERVICE

### General Information Sheet

**(this is info for the candidate only & does not need to be sent to POD)**

#### GENERAL INFORMATION

This Form is used by Anglicare SA Inc. ("Anglicare") as part of the assessment process to determine whether a person is suitable for employment, voluntary work or other engagement for work with Anglicare in particular where Anglicare owes a duty of care to children, youth and other vulnerable groups of people.

Should any criminal history information be assessed by Anglicare as being unsuitable for the role/position offered, Anglicare may withdraw the offer of employment/volunteering or terminate the engagement should you have commenced working/volunteering.

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 within Anglicare.

#### NATIONAL CRIMINAL HISTORY CHECK

A national criminal history checks is an integral part of the assessment of your suitability. Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police services<sup>1</sup> 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 Anglicare, and/or
- (b) accessing their records to obtain criminal history information that in turn will be disclosed to Anglicare.

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

Child-related employment screening is being conducted around Australia for many years in an attempt to minimise the risk of harm to children from persons responsible for their care and supervision. A key component of this is the provision of criminal history information (including "spent" convictions and findings of guilt of prescribed/specified offences) to employers and authorised screening organisations. In certain states child-related employment screening processes are governed by legislation.

#### South Australia

South Australia does not have Spent Convictions legislation, but South Australia Police (SAPOL) has developed a policy based on the Spent Convictions provisions of the Crimes Act 1914 (Cth) and the State's Information Privacy Principles.

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<sup>1</sup> Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.  
The Matrix/POD/Police Checks

A conviction will be regarded as being “spent” or “inactive” and will not be released if:

- at the time of the offence being committed, the person was an adult (18 years or over) and 10 years have elapsed since the conviction of the offence, and no further convictions have been incurred; OR
- in the case of a person who was a child (under 18 years) at the time the offence was committed and 5 years have elapsed since the conviction of the offence, and no further convictions have been incurred; OR
- in the case of a conviction that has been quashed or set aside, a pardon was issued in respect to that conviction. The conviction will be disregarded from the date that it is quashed, set aside or a pardon issued.

If an individual re-offends within the above waiting period, all prior findings of guilt are released including juvenile convictions. Convictions recorded in other jurisdictions may be used to reactivate South Australian convictions. Convictions from other jurisdictions will be released in accordance with that jurisdiction’s spent conviction/rehabilitation legislation/policies.

A serious conviction can never be regarded as “spent” or “inactive” and will always remain on an offender’s criminal history unless quashed or pardoned. A serious offence is one where the sentence imposed was a fine, bond, community service order or imprisonment for a period of not less than 30 months. Serious offences that cannot become “spent” or “inactive” only activate findings of guilt for the usual waiting period.

“Spent” or “inactive” convictions are not released unless required by an Act, Registration Board, requested for court purposes, or the individual has largely unsupervised contact with vulnerable groups. Traffic offences under the Road Traffic Act are not considered for release unless they result in a prison sentence or suspended sentence.

SAPOL will release all “proven” court outcomes (“active” convictions, findings of guilt) and charges that have not been heard or finalised by a Court (pending matters are released with a warning stressing that they must not be regarded as “proven”.) SAPOL will also release “inactive” and “not proven” court outcomes if the individual is employed or is being considered for employment/placement with vulnerable groups.

Relevant offences may include offences against the person, drug offences and some firearm offences. Relevant offences with an unproven result by reason of insanity or mental impairment may be considered for release in the interest of public safety.

## **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. Such convictions (widely referred to as “spent” or “rehabilitated” convictions) will be released 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 for the position or role in question.

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.



## NATIONAL POLICE CHECKING SERVICE APPLICATION FORM

Please tick (✓) one box only:

- Are you a new/potential employee or volunteer?
- Are you an existing Anglicare employee or volunteer undertaking a 3 year renewal check?

### PERSONAL INFORMATION – Please print

Names by which I am, or ever have been, known (including changes by Marriage or Deed Poll)			
1. Surname:	Given names:		
2. Surname:	Given names:		
3. Surname:	Given names:		
Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Date of Birth: ____ / ____ / ____
Place of Birth			
Suburb/Town			
State/Territory			
Country			
Driver's Licence No:	State/Territory of issue:		
Passport No:	Type (Gov, Priv or UN Refugee)	Passport Country:	
Firearms Licence No:	State/Territory of issue:		

Telephone Contact Details		
Home:	Work:	Mobile:

Email Address
.....@.....

Permanent Residential Address Over Last Five Years					
If full details of previous addresses are unavailable, details of town(s) and state(s) of residence will suffice.			If actual dates are unavailable, details of year of residence will suffice		
Current				Period of residence	
No/Street	Suburb/Town	State/Territory	Postcode	/	/
				to	/ /
No/Street	Suburb/Town	State/Territory	Postcode	/	/
				to	/ /
No/Street	Suburb/Town	State/Territory	Postcode	/	/
				to	/ /

## POD USE ONLY

Non-Disclose able Court Outcomes                       Disclose able Court Outcomes  (see attached NCHRCA form)

Employee     Volunteer     Renewal     Position Title: .....

Site location: .....                      Requesting Manager: .....

CrimTrac Reference No.: .....                      Report Date: ..... / ..... / .....

Signature:.....                      Position: .....

Print Name: .....                      DATE: ..... / ..... / .....

**MANAGER USE ONLY**

<b>'100 Point Check' Validation Check List (Documents to be sighted and copies attached by the authorising manager)</b>			
<b>1. Primary Documents</b> <i>(Only one form of identification accepted from this category)</i>		<b>Available Points per Item</b>	70
<ul style="list-style-type: none"> <li>▪ Birth Certificate</li> <li>▪ Citizenship Certificate</li> <li>▪ International Travel Document                             <ul style="list-style-type: none"> <li>➤ A Current Passport</li> <li>➤ Expired Passport which has not been cancelled and was current within the preceding 2 years</li> <li>➤ Other document of identity having the same characteristics as a passport eg. diplomatic documents and some documents issued to refugees</li> </ul> </li> </ul>			Points Scored
<b>2. Secondary Documents</b> <i>(Must contain a photograph or signature of candidate)</i>		<b>Available Points per Item</b>	40
<ul style="list-style-type: none"> <li>▪ Australian Driver's Licence / Fire Arms Licence / Proof of Age</li> <li>▪ Public Service ID Card</li> <li>▪ Tertiary Student ID Card</li> <li>▪ Social Security Benefits Card eg. Centrelink</li> <li>▪ Trade Certificate / Licence</li> </ul>			Points Scored
<b>3. Tertiary Documents</b> <i>(Must contain name and address of candidate)</i>		<b>Available Points per Item</b>	35
<ul style="list-style-type: none"> <li>▪ Reference from current employer, or previous employer within the last 2 years</li> <li>▪ A Rating Authority (e.g. Land / Water / Gas / Electricity Rates)</li> </ul>			Points Scored
<ul style="list-style-type: none"> <li>▪ Lands Titles Office Records</li> </ul>			
<b>4. Supplementary Documents</b>		<b>Available Points per Item</b>	25
<ul style="list-style-type: none"> <li>▪ Marriage Certificate (for maiden name only)</li> <li>▪ Proof of Change of Name</li> <li>▪ Foreign Driver's Licence</li> <li>▪ Advice from Telecommunications Provider e.g. account or telephone directory listing</li> <li>▪ Council Rates Notices</li> <li>▪ Credit Card / Bank ATM Card / Medicare Card / Health Care Provider Card</li> <li>▪ Records of a Primary / Secondary / Tertiary educational institution attended within last 10 years</li> <li>▪ Records of professional or trade association membership</li> </ul>			Points Scored
<b>5. Total Points</b>			<b>Total Points Scored</b>
<ul style="list-style-type: none"> <li>▪ Points must equal or exceed a total of 100 points <i>(contact POD for extended list of ID if can't make 100 points from above ID)</i></li> </ul>			
<b>6. OR Recent Arrival in Australia</b>			
<ul style="list-style-type: none"> <li>▪ ➤ A Current Passport</li> <li>▪ Immediately before the person most recently arrived in Australia, the person was not ordinarily resident in Australia and, the signatory has been in Australia for less than 6 weeks.</li> </ul>		Sighted	<input style="width: 50px; height: 20px;" type="text"/>
<b>7. Manager Declaration</b>			
I declare that the category for this applicant is as a:			
<input type="checkbox"/> Paid Employee <b>\$25.75 (ex GST)</b> <input type="checkbox"/> Operations <input type="checkbox"/> Corporate			
<input type="checkbox"/> Volunteer <b>not</b> working with a vulnerable group <b>\$5.15 (ex GST)</b> <input type="checkbox"/> Operations <input type="checkbox"/> Corporate			
<input type="checkbox"/> Volunteer whose <b>primary role</b> requires one-on-one contact with vulnerable groups <i>ie. children, the elderly, people with a disability or have access to prescribed records</i> <b>Free</b> (POD obtains reimbursement from SAPOL through VOAN)			
I declare that I have completed the "100 Point Check" Validation Checklist as appropriate <b>and have attached copies</b> of the relevant documents.			
_____		_____	
<Signature of Manager>		<Date>	
_____		_____	
<Print Manager Name>		<Employee/Volunteer Site and Department/Program>	