



This document will become **Sensitive:Personal** (when completed)

This form is only to be used for potential **contractors** and **non-ongoing employees** for the Department of Agriculture, Water and the Environment. The Department will use the information collected below to consider your suitability for employment or to provide services on behalf of the Commonwealth.

### Details and Purpose of the form

All positions with the Department are subject to character checks, police checks, Australian citizenship requirements, and, if applicable, formal qualifications, health clearances and security clearances.

If you have been previously employed in the Australian Public Service (APS) the Department may check with your current and/or former APS agency to confirm whether or not you:

- Have breached the APS Code of Conduct
- Have been sanctioned for a breach of the APS Code of Conduct or
- Are or were the subject of a misconduct allegation which has not been resolved.

If you accepted a redundancy benefit from an APS agency there are limitations on when the Department can re-engage you if your prescribed redundancy restriction period has not expired.

### Privacy Act

The Department is collecting personal information in the course of your engagement and in the course of your employment to manage your employment with the Department. This information may be used or disclosed in order to assess your suitability for employment with the Department or for other employment-related purposes. It will be treated in accordance with the provisions of the *Privacy Act 1988*. Some or all of this information may be passed on to other relevant areas within the Department or to other Commonwealth agencies including the Australian Public Service Commissioner, the Merit Protection Commission and the Australian Government Security and Vetting Agency (if a security clearance process is required). The Department usually gives some or all of this information to: the Department of Finance; and the Australian Taxation Office. If a different Commonwealth agency employs you in the future, this Department usually gives information from these forms to the new employer.

### Contact Officer

<b>Name:</b>		<b>Section:</b>		<b>Cost Centre:</b>	
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### Personal Details

<b>Full Name:</b>		<b>Email:</b>	
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<b>Address:</b>	
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<b>Type of Employment:</b>	Specified Term	Volunteer	Board Member/Committee Member
	Consultant	Third Party Employee	

### Health and Fitness for Duty

<b>Have you ever claimed or received any form of workers or other compensation or income protection insurance payment in relation to any medical condition?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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<b>Have you ever suffered from any physical or psychological symptom or medical condition which may impact on your work, require any modifications or adjustments at work or potentially be aggravated by your work?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If you answered **YES** to the above questions, please attach full details.

### Character Clearance

*You are not required to reveal any conviction(s) which may be protected by Part VIIC of the Crimes Act 1914, relating to pardoned, quashed or spent convictions, except where exclusion applies.*

<b>Are you the subject of any charge(s) for <u>any offence(s)</u> still pending before a court?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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<b>Do you have any conviction(s) or finding(s) of guilt for <u>any offence(s)</u></b>	
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recorded against your name, which are less than ten (10) years old?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have any juvenile conviction(s) or finding(s) of guilt for <u>any offence(s)</u> recorded against your name, which are less than five (5) years old?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have any conviction(s) or finding(s) of guilt for <u>any offence(s)</u> recorded against your name, which are over ten (10) years old, where the sentence imposed was greater than thirty (30) months imprisonment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have any juvenile conviction(s) or finding(s) of guilt for <u>any offence(s)</u> recorded against your name, which are over five (5) years old, where the sentence imposed was greater than thirty (30) months imprisonment?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please note that conviction(s) and/or finding(s) of guilt include the following:  
 Driving under the influence (DUI), Licence suspension, Driving without a licence, Speeding offences, Drug offences  
 If you answered YES to any of the above questions, please attach full details.

**Previous Employment Code of Conduct History**

Have you ever worked previously for this Department or another APS agency?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Agency:		From Date:		To Date:	
Agency:		From Date:		To Date:	

Have you ever been determined or found to have breached the APS Code of Conduct or equivalent during any current or previous APS or non-Government employment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Have you ever resigned from any previous APS employment or non-Government employment during or following an investigation into allegations about your conduct?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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If you answered YES to last two questions, please attach full details of the matter.

**Security Clearance**

Do you have a current security clearance? If YES, please complete the following:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Security Clearance Level:	
Sponsoring APS agency, Name of Department:	
Date of Birth:	
Full name:	

**Working with Children Check**

Do you currently hold a valid Working with Children Check:	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Registration Number:
	Expiry Date:

**Declaration by Person Conducting Services for the Commonwealth**

*Crimes Act 1914 – Section 70*

- i. A person who, being a Commonwealth officer, publishes or communicates, except to some person to whom he/she is authorized to publish or communicate it, any fact or document which comes to his/her knowledge, or into his/her possession, by virtue of being a commonwealth officer, and which it is his/her duty not to disclose, shall be guilty of an offence.
- ii. A person who, being a Commonwealth officer, publishes or communicates, without lawful authority or excuse



(proof whereof shall lie upon him/her), any fact or document which came to his/her knowledge, or into his/her possession, by virtue of having been a Commonwealth officer, and which, at the time when he/she ceased to be a Commonwealth office, it was his/her duty not to disclose, shall be guilty of an offence.

**Penalty: Imprisonment for 2 years.**

**NOTE:** The term "Commonwealth officer" used in Section 7 of the Commonwealth Crimes Act includes a non-ongoing employee or a person performing services for the Commonwealth.

### APS Code of Conduct

Employees of the Australian Public Service (APS) occupy a position of trust. They are entrusted by the Government and the community to undertake important work on their behalf. With this trust comes a high level of responsibility which should be matched by the highest standards of ethical behaviour from each APS employee.

All APS employees are required to comply with the APS Code of Conduct and APS Employment Principles and uphold the APS Values. The Department requires that all persons who are employed by recruitment agencies/ employment agencies to provide services for the Department comply with the APS Code of Conduct and APS Employment Principles and uphold the APS values as if they were APS employees More information on the APS Code of Conduct is available at: <http://www.apsc.gov.au/managing-in-the-aps/your-rights-and-responsibilities-as-an-aps-employee/code-of-conduct>

### Acknowledgement and Declaration

I certify that (please tick to all which apply):

- The information provided under the health and safety questions will determine whether a medical assessment is required from a medical practitioner nominated by the Department.
- I have read and understand Section 70 of the *Crimes Act 1914*
- I have received and read information regarding the APS Code of Conduct, APS Employment Principles, the APS Values and the *Public Interest Disclosure Act 2013*
- I have not provided false or misleading information to the Department or any other person or organization acting on behalf of the Department \* in connection with my performance of services for the Department.  
\*This includes persons or organisations conduction health, security or character checks on behalf of the Department
- I am not currently serving a restriction period after taking a redundancy package from an APS agency.
- I am an Australian citizen or if citizenship requirements have been waived hold a valid work rights visa to work in Australia.
- I understand that APS employee personnel records, including records of misconduct and disciplinary proceedings during the course of APS employment, are maintained by APS agencies in accordance with Australian Government legislation and policy.
- I consent to the Department having access to my previous APS employment/personnel records including all records of misconduct/disciplinary proceedings pertaining to me.
- I consent to the Department having access to this personal information about me which I understand will assist in the assessment of my suitability to undertake duties within the Department.
- I understand that the information I have provided on these forms must be true and correct. If it is subsequently discovered that the information I have provided is false and/or misleading, I may be assessed as unsuitable for employment with the Department. I further understand that providing false and/or misleading information may be considered a potential breach of the APS Code of Conduct.

**Signature:**

**Date:**

**Full Name:**