

EMPLOYMENT DECLARATION FORM

Declaration In Connection With An Application For Employment Within Renewal SA

Instructions to applicants:

To be eligible for employment within Renewal SA and the South Australian public sector, an Employment Declaration in connection with an application for employment must be completed.

You must disclose all information that is relevant to the role being applied for. Any incorrect statement in connection with your application for employment in Renewal SA may lead to a rejection of your application for employment, or, in the event that you are offered employment in Renewal SA, may make you liable for disciplinary action which may include dismissal.

The information provided on this Employment Declaration may be checked by Renewal SA with the relevant authorities or sources. The information provided will be treated as confidential and dealt with in accordance with the provisions of the State Records Act 1997 and the Cabinet Administrative Instruction 1/89, known as the Information Privacy Principles (IPPS) Instructions and Premier and Cabinet Circular 12.

Should you have any queries in regards to the information contained on the Employment Declaration, please contact our People and Culture Team at RenewalSA.P&C@sa.gov.au

Good luck with your application.

Employment Declaration

I _____
(print name in full)

Former names / aliases (if applicable) _____

of _____
(physical address)

Date of birth: _____

Do declare as follows:

I am an applicant for the role of _____
(name of role)

within _____
(name of agency)

WORKING RIGHTS

1. Are you currently eligible to work in Australia?

- Yes, I am a permanent resident/citizen
 Yes, I have a current work permit/visa (provide details if you answered 'yes' to this question only).

Name on passport:

Passport number:

Country of issue:

Date of birth:

Visa type:

Visa Number:

Visa expiry date: / /

1.1. What limitations to employment (if any) apply under this visa? Please provide details below and attach any additional pages, if necessary.

Note to applicants: should you progress through the recruitment process, you will be required to present an original copy of your visa for sighting.

DIVERSITY

Renewal SA is committed to a recruitment and selection process based on clearly defined role related selection criteria without consideration of race, sex, religion, national or ethnic origin, disability, age or sexual orientation. The collection of information regarding gender, date of birth and diversity are used strictly for reporting purposes and are kept confidential, consistent with relevant privacy and discrimination legislation.

Renewal SA encourages and values diversity by supporting an inclusive workplace culture. Supporting the employment of Aboriginal and Torres Strait Islander people and people with a disability is a key focus of our diversity strategy.

2. Do you identify as Aboriginal or Torres Strait Islander?

Yes No

2.1. If you have any special requirements you may wish to indicate these below so that the selection panel may be appropriately structured, or support made available for the recruitment process. Please provide a brief description below and attach additional pages, if necessary.

DISABILITY AND MEDICAL

3. As part of the selection process, do you agree to undergo a medical/functional capacity assessment if it relates to your ability to perform the functions and duties of the role?

Yes No

Note to applicants: you may not be further considered for employment should you refuse to undergo a medical/functional capacity assessment if required for the role.

3.1. Do you currently have any disability (including learning disability) or medical condition which might prevent or impede you from being able to satisfactorily perform any duties or functions that might be reasonably required of you in the role for which you are applying?

Yes No Unsure

If **yes**, please provide a brief description below and attach additional pages, if necessary.

Note to applicants: if you have any disability or medical condition which may require the provision of non-standard measures to support you in the workplace or enable you to satisfactorily perform the duties of the role, please provide information that will assist us to provide the support required. You may attach additional pages if necessary.

CRIMINAL AND OTHER HISTORY

Renewal SA and the South Australian public sector has a duty to diligently perform reference and background checks of prospective employees before employment of a person. A decision as to whether to offer a person employment must take into account the character and past behaviour of prospective employees. An unsatisfactory criminal history or screening outcome may preclude you from employment in Renewal SA and the South Australian public sector depending on the role you are applying for and the nature of the criminal activity.

SPENT CONVICTIONS

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*. You are not required to provide details in respect of certain types of spent convictions except where you are applying for certain types of roles.

Applicants are required to provide detail about certain types of spent convictions where you are applying for a role:

- involving interaction with children or certain vulnerable classes of people;
- in a justice agency; or
- as a police officer, firefighter or in Correctional Services.

If you are in any doubt as to whether a conviction of you is spent and liable to be disclosed by you, you should seek independent advice which would be at your own expense.

Applicants are required to disclose all information which is relevant to the role being applied for.

4. Have you undergone a Criminal History Check and/or other relevant history assessment/s in the last 3 years?

Yes No

If **yes**, please provide the date of the report arising from the history check and/or other assessment/s and attach a copy of the report/s, if available to you.

Date of report/s:

- 4.1. Are you currently facing charges yet to be determined for any criminal offence?

Yes No

If **yes**, please provide details below and attach additional pages, if necessary.

4.2. Have you ever been investigated, arrested, reported for or pleaded or found guilty of any criminal offences, including any road traffic offences or convictions that were not recorded?

Yes No

If **yes**, please provide details below and attach additional pages, if necessary.

4.3. Have you ever been the subject of allegations of conduct by you of a violent and/or sexual nature towards or in relation to a child or children (persons under 18 years of age) or an adult/s (persons over 18 years of age)?

Yes No

If **yes**, please provide details below and attach additional pages, if necessary.

I agree that if I am to be considered for an offer of employment within Renewal SA, I may be required to undergo a National Police Check (NPC), Department for Communities and Social Inclusion (DCSI) screening and/or other relevant assessment/s depending on the role applied for. Further, if I am employed within Renewal SA, I agree to periodic and/or additional relevant assessment/s during my employment.

Yes No

Note to applicants: consideration of you, for an offer of employment within Renewal SA may in part be dependent upon a National Police Check (NPC) or Department for Communities and Social Inclusion (DCSI) screening in respect of you, that the chief executive or delegate finds satisfactory. You may be required to complete a screening application. By completing and signing this declaration, you consent to the results of the screen application being provided directly to Renewal SA.

MISCONDUCT OR OTHER UNSATISFACTORY PERFORMANCE

5. Are you currently, or have you ever been the subject of an investigation or any other process into suspected or alleged misconduct?

Yes No

If **yes**, please provide details below and attach any additional pages, if necessary.

- 5.1 Are you currently, or have you ever been the subject of an investigation/s or any other process relating to alleged unsatisfactory performance, where you participated in a formal performance management process?

Yes No

If **yes**, please provide details below and attach any additional pages, if necessary.

- 5.2. Have you been the subject of an investigation into suspected or alleged misconduct by you or the subject of allegations of misconduct during previous employment (as an employee or employer) where such investigation or disciplinary process – as relevant – was not completed including by reason that your employment with the relevant employer or business ended prior to the completion of the investigation or process?

Yes No

If **yes**, please provide details below and attach additional pages, if necessary.

EMPLOYMENT HISTORY

6. Has your employment ever been terminated by any organisation including a South Australian public sector agency for any reason (including redundancy)?

Yes No

If **yes**, please provide details below and attach additional pages, if necessary.

VOLUNTARY SEPARATION AND REDEMPTION OF WORKERS COMPENSATION ENTITLEMENTS

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

Yes No

If **yes**, please provide details below of resignation date and name of agency/authority issuing retirement/resignation package (please attach additional pages if necessary).

Note to applicants: the term “public sector” means any agency or instrumentality of the Crown in the State of South Australia and includes any public sector corporation that is in existence or which is established by or under any Act and which is subject to control or direction by a Minister.

- 7.1. 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 details of resignation date and name of agency/authority issuing retirement/resignation package and attach additional pages, if necessary.

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 within Renewal SA and the information provided by me in connection with my application for employment within Renewal SA, including in any interview, is true and correct in every detail.

DISCLOSURE OF CONFIDENTIAL INFORMATION

I acknowledge that if I am employed within Renewal SA either in the role for which I have applied 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 Renewal SA 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 Renewal SA 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 in Renewal SA is confidential and/or how such information should be managed, I undertake to seek advice and instruction from a manager or person with requisite authority.

POTENTIAL OR ACTUAL CONFLICT OF INTEREST

I undertake that if I am employed in Renewal SA either in the role for which I have applied 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 Renewal SA employee. I am aware that detailed provisions regarding conflict of interest and disclosure of conflict of interest are contained in relevant Renewal SA legislation, regulations and guidelines. Without detracting from such sources, in any case where there is any possible doubt regarding a potential conflict of interest, I undertake to seek advice and instruction from a manager or person with requisite authority.

EMPLOYMENT BASED ON PROVISION OF TRUE AND CORRECT INFORMATION

I understand that I am offered employment within Renewal SA 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 or withheld information made in connection with my application for employment in Renewal SA may lead to a rejection of my application for employment, or, in the event that I am employed or continue employment in Renewal SA, will amount to misconduct and render me liable to disciplinary action, including termination of employment.

Applicant's name (printed):

Applicant's Signature:

Dated:
