

**QUEENSLAND CORRECTIVE SERVICES**  
**ADMINISTRATIVE FORM – CRIMINAL HISTORY DISCLOSURE AND CONSENT**  
**Availability: Public                      Implement Date: 3 July 2012**

Refer to procedures –

- [Relevant Persons](#)
- [Visitors to a Facility \(Excluding Personal Visitors\)](#)
- [Employment of Individuals with Criminal Convictions](#)

This form is for use by a person engaged or seeking to be engaged by Queensland Corrective Services or requiring access to Queensland Corrective Services facilities for the disclosure of or change in criminal history (refer [Corrective Services Act 2006](#) sections 326, 334-336, 340).

The [Corrective Services Act 2006](#) requires people seeking to be engaged by Queensland Corrective Services or requesting access to Queensland Corrective Services facilities to disclose whether or not they have a criminal history and requires people engaged by Queensland Corrective Services to immediately disclose if there is a change to their criminal history.

**This form must be completed where:**

- (1) Queensland Corrective Services is seeking to engage a person (ie employment);
- (2) a person (ie. contractor) is requesting access to Queensland Corrective Services facilities; or
- (3) Queensland Health is seeking to engage (ie. employ) a person to provide services to a Queensland Corrective Services facility.

**Criminal History Vetting for the Purpose of Employment or Appointment with Queensland Corrective Services:**

If you are the preferred applicant for a vacancy, an Australian national criminal history check will be conducted and any criminal history in Australia will be considered. If you are the preferred applicant and you have resided in New Zealand for 12 months or more, provided you were 16 years of age or older at the time you resided in New Zealand, a New Zealand criminal history check will also be conducted. If you have not resided in New Zealand for this period of time, please state this below (**SECTION D**). If you have resided in New Zealand for this period of time, please complete the [Vetting Consent Form](#).

**Disclosure of Criminal History:**

Section 330 of the [Corrective Services Act 2006](#) states that a person seeking to be a relevant person must disclose to the Chief Executive whether or not they have a criminal history.

**Requirements for Disclosure:**

Section 332 of the [Corrective Services Act 2006](#) states that the information disclosed by the person about a conviction or charge of an offence in the criminal history must include:

- (1) the existence of the conviction or charge;
- (2) when the offence was committed or alleged to have been committed;
- (3) the details of the offence or alleged offence; and
- (4) for a conviction – whether or not a conviction was recorded and the sentence imposed on the person.

**It is important to note that a reference to your criminal history includes any charge that has been preferred against you. A charge means an allegation formally made in court that you have committed an offence even though the allegation may not be pursued to a final determination by a court, or a conviction is not recorded by a court in respect of the allegation. Your criminal history includes any charge or conviction, regardless of the length of time since the commission of the offence, the laying of the charge or the matter being dealt with by a court. It also includes juvenile offences, regardless of whether or not a conviction was recorded. False, misleading or incomplete disclosure or failure to disclose may result in a maximum penalty of 100 penalty units or 2 years imprisonment.**

Section 1.3 of the Department of Community Safety Code of Conduct and section 181 of the [Public Service Act 2008](#) requires that an employee must notify their manager in writing if convicted by a court of any offence. If you are charged with an indictable offence, the notice must be given immediately after you are charged. If you are convicted by a court of any offence, the notification must be given immediately after you are convicted. It should be noted that for the purposes of section 181 of the [Public Service Act 2008](#) the term “convicted” includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify Queensland Corrective Services in either case will constitute grounds for disciplinary action.

Queensland Health Employees: Consistent with the [Public Service Act 2008](#), Queensland Health’s Code of Conduct 2006 – Principle 3 ‘Respect for the Law and System of Government’ and HR Policy E4, all Queensland Health employees must notify their manager in writing if charged with an indictable offence or if convicted by a court of any offence. Any breaches of the above Queensland Health policies could result in disciplinary action and ultimately a penalty of dismissal could be imposed.

**Your Privacy - What we do with this information**

The information provided by you on this form is requested for the purpose of assessing your suitability to be a "relevant person" under the [Corrective Services Act 2006](#), or to be a visitor to a corrective services facility. The information will be used for the purpose of assessing your suitability for employment by the Department or for access to corrective services facilities. It will be disclosed to the Queensland Police Service to obtain information concerning your criminal history (or other records), if any. This form will be stored securely and only authorised officers will have access to the information. It will not be used or disclosed for any purpose other than a criminal history check and suitability assessment unless the Department is required or authorised by law to do so.

**Ensure you complete the form in FULL and use BLOCK LETTERS**

**SECTION A PURPOSE OF CRIMINAL HISTORY CHECK**

Employment      Position Title:

Official Visitor       AEVET       Queensland Health       Other (eg. Contractor)

Chaplain       Elder       External Service Provider

If you're not applying for employment, please provide reason for access:

**SECTION B PERSONAL DETAILS**

Title:       Mr    Mrs    Ms    Miss    Dr      Gender:       Male    Female

Current Surname:

Given Names:

Date of Birth:       Place of Birth: (Town)

(State)       (Country)

All Previous or Other names by which you are known or have been formerly known must be listed. Please note the reason for the name change (maiden, previous or alias) and attach additional sheets if necessary.

Other names: (Please provide name in full)	Maidn/Prevs/Alias
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Proof of Identity - Driver's Licence No:       State:

Alternative Identification: (eg. Passport)       Type:

Current Address:

Suburb:       State:       Postcode:

Date you started residing at this address: (approximate dates acceptable)

Mobile:       Work/Home:

Email Address:

**SECTION C DECLARATION OF CRIMINAL CHARGES AND OFFENCES**

Have you previously undertaken a criminal history check through Queensland Corrective Services, if so when?  No  Yes Date: \_\_\_\_\_

Have you ever been charged with any offence in Queensland or elsewhere, even where a conviction was not recorded?  No  Yes

If yes, please provide details of your criminal history information:

Date of Offence	Status (Conviction recorded; No conviction recorded; Charge Pending etc.)	Offence	Outcome (Fine, Probation, Good Behaviour etc.)

Please note your criminal history includes any charge or conviction, regardless of the length of time since the commission of the offence, the laying of the charge or the matter being dealt with by a court. It also includes juvenile offences, regardless of whether or not a conviction was recorded. False, misleading or incomplete disclosure or failure to disclose may result in a maximum penalty of 100 penalty units or 2 years imprisonment.

**SECTION D NEW ZEALAND POLICE VETTING CONSENT FORM**

This section is only to be completed if the purpose of the criminal history check selected in SECTION A of this form is for Employment or if you are to be appointed as an Official Visitor.

If the purpose of the criminal history check is for any other reason, please go to SECTION E.

Have you lived in New Zealand for 12 months or more at any time and you were 16 years or older?  No → go to SECTION E  Yes → Complete NZ Vetting Consent Form

If you have resided in New Zealand for 12 months or more, provided you were 16 years of age or older at the time you resided in New Zealand, a New Zealand criminal history check will also be conducted. If you have not resided in New Zealand for this period of time, please state this below. If you have resided in New Zealand for this period of time, please complete the [Vetting Consent Form](#).

**SECTION E DECLARATION AND CONSENT**

I understand that it can be an offence under section 333 of the [Corrective Services Act 2006](#) not to disclose any criminal history or to state anything in this form that is false or misleading. Action may be taken to withdraw any offer of employment, and if employment has already occurred, I understand that the employment may be terminated.

I understand that it is mandatory for Queensland Corrective Services, its employees and agents to seek a national criminal history check on me through the Queensland Police Service and for the Australian Police Services to disclose criminal history information, which may include charges laid against me awaiting determination, to Queensland Corrective Services, its employees and agents.

I understand that if I answered 'yes' to the question in Section D (New Zealand Police Vetting Consent Form), a New Zealand criminal history check will also be conducted. Any criminal history identified may be disclosed to Queensland Corrective Services, its employees and agents. I understand that if I provided false or misleading information in Section D, action may be taken to withdraw any offer of employment or appointment, and if employment or appointment has already occurred, I understand that it may be terminated.

**Applicants other than employment (AEVET, Queensland Health, Chaplains):** I authorise Queensland Corrective Services to disclose to the relevant requesting officer, information about this criminal history check, including the outcome and/or requirement of a waiver where history is identified.

Signature of Applicant:

Name (Please print):  Date:

## TO BE COMPLETED BY THE AGENCY'S REQUESTING OFFICER

I have verified the applicant's identification and certify that the information in this document is correct:

Requester's Signature:

Requester's Full Name:

Location/Organisation:  Contact Number:

**ENSURE THIS FORM IS LEGIBLE, CORRECT AND COMPLETED IN FULL INCOMPLETE FORMS WILL BE RETURNED**

## TO BE COMPLETED BY PROCESSING OFFICER

Results of Criminal history check:

No Record  Waiver Not Required \_\_\_\_\_  Waiver Granted  Waiver Not Granted

Processing Officer's Signature:  Date:

Processing Officer's Name:

## PROCESSING INFORMATION

### Applicants:

When you have completed this form in **full**, please return to the person from the Agency which you have been liaising with or send through to the respective areas –

#### For AEVET:

Email: [AEVET@dcs.qld.gov.au](mailto:AEVET@dcs.qld.gov.au)  
Fax: (07) 3239 0250

Mail: Attention - Administration Officer - AVET  
GPO Box 1054  
Brisbane Qld 4001

#### For Criminal History Unit

(Queensland Health Employees):  
Email: [Criminal\\_History\\_Unit@health.qld.gov.au](mailto:Criminal_History_Unit@health.qld.gov.au)  
Fax: (07) 3121 1499

Mail: Criminal History Unit,  
PO Box 2221  
Mansfield BC Qld 4122

#### For Throughcare and External Services Unit :

Email: [externalserviceprovider@dcs.qld.gov.au](mailto:externalserviceprovider@dcs.qld.gov.au)  
Fax: (07) 3224 6925

Mail: Throughcare and External Services,  
GPO Box 1054, Brisbane Qld 4001

If you are identified as having criminal history you will require a waiver. You will be contacted and provided further details about this process and ensure you initially declare all offences.

### Requesting Officers:

**Once you have ensured the form has been completed in full, is correct and legible, please forward this form to -**

Email: [securitycheck@dcs.qld.gov.au](mailto:securitycheck@dcs.qld.gov.au) (preferred method)  
Fax: (07) 3405 6298 – Attention: Support Officer, Ethical Standards Unit  
Mail: Queensland Corrective Services, GPO Box 1054, Brisbane Qld 4001  
Attention: Support Officer, Ethical Standards Unit

**If the Applicant answered 'yes' to the Question in Section D, the [Vetting Consent Form](#) must also be forwarded to ESU.**

You will usually be advised of the results within two to four weeks. However, Queensland Police must allow interstate up to six weeks to provide results so there can, at times be considerable delays which the Agency can not control. In addition to the time it takes to receive results, please note that it can take additional four to six weeks to process waivers for applicant's that have been identified as having criminal history.

**Please note** that this form is only to be sent to the Head Office for processing when either an applicant is applying for **employment** or where a visitor has been granted approval to obtain a **QCS identification card**, as per section 14. *Administration of criminal history checks* of the [Visitors to a Facility \(Excluding Personal Visitors\)](#) procedure.

If the applicants are only requiring access to a correctional facility, please have the centres process the criminal history check locally.

As per the [Visitors to a Facility \(Excluding Personal Visitors\)](#) procedure, the nominated officer is required to ensure all persons granted access approval to a facility have their details entered onto IOMS. Please refer to as per Appendix – Recording Visitor Applications and Security Clearances In IOMS located at - <http://intranet/dcs3/pp/sas/app/sasapprecordappsinioms.doc> for information on this process.