

# Pre-Employment Declaration

## Department for Correctional Services

### Recruitment Declaration in Connection with an Application for Employment in the South Australian Public Sector

#### Instruction to applicants:

To be eligible to receive an offer of employment within the South Australian public sector, 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 in the South Australian public sector. 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 public sector employee.

This Pre-Employment Declaration is issued by the Commissioner for Public Sector Employment in accordance with the minimum requirements outlined in the *Direction 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.



**Government  
of South Australia**

Office of the Commissioner  
for Public Sector Employment

[publicsector.sa.gov.au](http://publicsector.sa.gov.au)

Publication date 14 September 2023

# DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT IN THE SOUTH AUSTRALIAN PUBLIC SECTOR

I...

*name in full*

of:

*physical address (not post office box)*

**do declare as follows:**

I am an applicant for the role of:

*name of role*

In the:

*name of agency*

## **MEDICAL AND/OR DISABILITY**

The following question is designed to assist in ensuring you are fit to perform the duties of the role you have applied for; in ascertaining if any reasonable workplace adjustments are required in order for you to perform the inherent requirements of the role; and to assist the Crown and responsible officers of the Crown in meeting obligations under the Work Health and Safety Act 2012.

The question is also important in assisting the public sector agencies to reach workplace diversity initiatives.

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 have applied?

Yes

No

Unsure

A reasonable adjustment is a reasonable measure or action to allow a person with a medical condition or disability to undertake the inherent duties of the role. 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 and the South Australian public sector.

If you do not agree to so participate, you will not be further considered to receive an offer of employment.

**MEDICAL AND/OR DISABILITY (Cont.):**

**1.1** Have you ever been injured at work, or as a volunteer which resulted in a Worker's Compensation Claim being submitted?

Yes

No

If yes, please provide details of the date and nature of all injuries.

Details:

**1.2** Have you ever received any payment for permanent loss / disability under the South Australian worker's compensation legislation, or in any other State / organisation, including any payment involving your resignation from SA Public Sector employment or any other employment in redemption of a liability under the SA workers compensation legislation, or any other similar legislation?

Yes

No

If yes to the workers compensation question above, please provide details of the date of payment or resignation date and name of agency / authority / state / etc in which the payment or resignation took effect.

Details:

**1.3** As part of the selection process, do you agree to undergo a medical examination that relates to the functions of the position?

Yes

No

**CRIMINAL HISTORY:**

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Public sector employees are under significant ethical obligations. In assessing whether it is appropriate to offer you employment in the South Australian public sector, 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 in the South Australian public sector.

2. Have you ever been convicted of any criminal offence, including road traffic offences not resolved by expiation and offences where a conviction was not recorded?

Yes

No

If yes, please provide details. Please attach additional pages if necessary:

Details:

**NOTE: 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 divulge information about a spent conviction except where you are applying for certain types of roles.

Under the Spent Convictions Act 2009, you **are required** to provide details about spent convictions where you are applying for a role in Correctional Services.

2.1 Are you currently facing criminal charges that are yet to be determined for any offence or any outstanding warrants?

Yes

No

If yes, please provide details:

**CRIMINAL HISTORY (Cont.):**

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**2.2** Have you undergone Criminal History and/or Child Related Employment Screening and/or other relevant background or history assessments/screening as in the last three years?

Yes

No

If yes, please append the results of such screening or assessment/s. Please attach additional pages if necessary

**2.3** Have you ever been sentenced to a term of imprisonment or Community Service Order/Bond?

Yes

No

If yes, please provide details:

**2.4** Have you ever been detained in Police cells or remanded in custody?

Yes

No

If yes, please provide details:

**2.5** Do you or any relative or associate of yours have an association with

- A) a person who has a criminal conviction or reputation; or
- B) a person who is suspected of having a criminal conviction or reputation; or
- C) a criminal organisation (e.g. Outlaw motorcycle gang)?

Yes

No

If you have answered 'Yes' to either (a), (b), (c) or all please provide details of the specific association(s), i.e. the nature and extent of any such association including names, ages etc. and the nature of the 'criminality' if known. (Attach additional information if required)

**CRIMINAL HISTORY (Cont.):**

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2.6 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 (person under 18 years of age) or an adult person (over 18 years of age)?

Yes

No

If yes, please provide details:

2.7 If the position you are applying for is a Designated Position (as outlined under the Special Conditions of the Job and Person Specification), do you agree to undertake additional probity and integrity checks, including a Workplace Drug and Alcohol Test?

Yes

No

**Please note:** In addition to this declaration, you will be required to satisfactorily complete a Criminal History or other background history screening or assessment. You will not be further considered for an offer of employment in the South Australian public sector if you do not complete such history or other background screening or assessment.

If you are offered and accept employment in the South Australian public sector, it will be a condition of such employment that you agree to periodic history or background screening and assessment.

**EMPLOYMENT HISTORY**

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The following questions are also designed to assist in assessing your suitability to be employed in the South Australian public sector with regard to the significant ethical obligations on public sector employees.

3. Has your employment ever been dismissed or terminated by any organisation, including a South Australian public sector agency, for any reason?

Yes

No

If yes, please provide details:

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

Yes

No

If yes, please provide details:

**EMPLOYMENT HISTORY (Cont.):**

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**3.2** Are you currently or have ever been the subject of an investigation or any other process relating to suspected or alleged misconduct or discipline or other unsatisfactory performance by you?

Yes

No

If yes, please provide details:

**3.3** Have you ever resigned from any previous employment contracts?

Yes

No

If yes, please provide date, organisation, and details. Please attach additional pages if required.

**3.4** Are you currently employed or have you ever been employed, in any capacity, in the South Australian Public Sector?

Yes

No

If yes, please provide details of the positions and the Agencies:

**3.5** Have you ever been employed, in any capacity, for any length of time, by the Department for Correctional Services in South Australia?

Yes

No

If yes, please provide details of the positions and approximate dates of employment:

**VOLUNTARY SEPARATION OR REDEMPTION OF WORKERS COMPENSATION ENTITLEMENTS:**

4. 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

**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.

4.1 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:

**ELIGIBILITY TO WORK IN AUSTRALIA:**

5. Are you currently eligible to work in Australia?

Yes, I am a permanent resident/Australian citizen.

Yes, I have a current work permit / Visa - please provide a copy of any current work permit or Visa.

No

If you have current work permit/Visa, please provide type of visa issued and the expiry date:

**Note:** Should you be required to attend an interview for employment, you must produce the original of your visa.

## **WORKPLACE DIVERSITY**

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6. 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.

**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:**

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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 in the South Australian public sector, and the information provided by me in connection with my application for employment in the South Australian public sector, including in any interview, is true and correct in every detail.

## **DISCLOSURE OF CONFIDENTIAL INFORMATION**

I acknowledge that, if my application for employment in the Department for Correctional Services is successful and I am employed either in the position for which I have applied or in any other position, I may, during the course of that employment, gain access to confidential information. Detailed provisions regarding storage, disclosure, sharing and otherwise dealing with confidential information are contained in legislation, instruments and instructions binding public sector employees. Without detracting from any such legislation, instruments or instructions, unless such information is clearly not of a confidential nature, and unless I am expressly advised to the contrary by appropriate supervisors, all such information 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 my employment, except in the proper course of my duties, as authorised or as required by 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 in the South Australian public sector 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 my application for employment in the Department for Correctional Services is successful and I am employed either in the position for which I have applied or in any other position, 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 public sector employee. Detailed provisions regarding disclosure of conflict of interest are contained in legislation, instruments and policy binding public sector employees. Without detracting from any such legislation, instruments or instructions, in any case where there is any possible doubt regarding a potential conflict of interest between my personal interests or that of an associate (as that term is defined in the Public Sector (Honesty and Accountability) Act 1995) and my duties and/or role as a public sector employee, I undertake to seek advice and instruction from an appropriate supervisor.

## **EMPLOYMENT BASED ON PROVISION OF TRUE AND CORRECT INFORMATION**

I declare that the information in this declaration, and in any other documents completed by me in support of my application for employment in the Department for Correctional Services and the information provided by me during any assessments and interviews in connection with my application for employment in the Department for Correctional Services, is true and correct in every detail. I also understand that any offer of employment to me in the Department for Correctional Services will be expressly on the basis that the information that I have provided in relation to my application for employment is true and correct in every detail. I understand that any incorrect statement in connection with my application for employment in the Department for Correctional Services may lead to a rejection of my application for employment, or, in the event that I am offered employment in the Department for Correctional Services, make me liable to disciplinary action, which may include termination of employment.

**DECLARATION (Cont.):**

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Furthermore, I hereby authorise the Department for Correctional Services to conduct further checks upon lodging an application for employment and, if any offer of employment is made, during the course of my employment, with any Australian State or Federal Police Department in respect of charges and offences and with any other relevant authorities, for any relevant information including disclosure of further information in relation to any National Criminal History Checks and any associated police history information. In addition, I hereby consent to any relevant authorities and the South Australian Police providing the Department for Correctional Services further information including relating to any National Criminal History Checks, any associated police history information and any charges that may be laid against me upon lodging an application for employment and, if any offer of employment is made, during the course of employment. In particular, the South Australian Police may disclose any personal information arising from such checks and charges to the Department for Correctional Services under any privacy law or principles.

**Applicant's name, printed:**

**Applicant's signature:**

**Date:**