

Pre-Employment Declaration

Rail Commissioner



Government
of South Australia
Department for Infrastructure
and Transport

Recruitment Declaration in Connection with an Application for Employment with the Rail Commissioner

Instruction to applicants:

To be eligible to receive an offer of employment from the Rail Commissioner you must complete a Pre-Employment Declaration. You may also be required to undertake other pre-employment processes if necessary.

Whilst Rail Commissioner employees are engaged under the *Rail Commissioner Act 2009 (SA)*, they are considered part of the South Australian public service. It is a condition of employment that all Rail Commissioner employees comply with the Code of Ethics for the South Australian Public Sector.

Some of the information you are asked to provide here is to assess your suitability/eligibility for employment with the Rail Commissioner. Other components are required to ensure the employer can comply with its obligations to provide safe work under the *Work Health and Safety Act 2012* and *Rail Safety National Law (South Australia) 2012 (RSNL)*.

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 providing a false statement in connection with an application for engagement with the Rail Commissioner may amount to misconduct.

This Pre-Employment Declaration is issued by the Rail Commissioner 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.

DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT WITH THE RAIL COMMISSIONER

I...

name in full

of:

physical address (not post office box)

do declare as follows:

I am an applicant for the role of:

ENSURING SAFETY:

In order to ensure your safety at work, it is essential that you have physical and psychological capacity to perform the duties of the role once any reasonable adjustments have been identified and implemented.

A reasonable adjustment is a reasonable measure or action taken by an employer to allow a person with a medical condition or disability to undertake the duties of the role. For example, it could be a modification to the working environment or to the design of the role.

1. Do you currently have any medical condition or disability (including a learning disability) which might prevent or impede you from being able to satisfactorily perform any duties or functions that would be reasonably required of you in the role for which you have applied? Please refer to information about the requirements of the role provided in the job pack where applicable.

Yes

No

Unsure

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 will be required to participate in medical assessments as per the RSNL in order to assist in assessing your suitability to be offered employment in the role.

If you do not agree to participate, you will no longer be considered to receive an offer of employment.

CRIMINAL HISTORY:

South Australian public servants are under significant ethical obligations. In assessing whether it is appropriate to offer you employment, 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.

2.1 Have you ever been convicted of any criminal offence, including road traffic offences not resolved by expiation?

Yes No

If yes, please provide details:

Note: Spent Convictions

You are not required to divulge information about a spent conviction. 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 (SA).

2.2 Are you currently facing criminal charges that are yet to be determined?

Yes No

If yes, please provide details:

2.3 Have you undergone Criminal History Screening and/or other relevant background or history assessments / screening in the last three years?

Yes No

If yes, please provide details:

OFFICIAL

Please note: In addition to this declaration, you may be asked to agree to Criminal History or other background history screening or assessment. You will not be further considered for an offer of employment if you do not agree to participate in such history or other background screening or assessment.

If you are offered and accept employment with the Rail Commissioner, it will be a condition of such employment that you agree to periodic history or background screening and assessment.

ELIGIBILITY TO WORK IN AUSTRALIA:

3. Are you currently eligible to work in Australia?

- Yes, I am a permanent resident / citizen
- Yes, I have a current work permit / Visa - please provide a copy of any current work permit or Visa.
- No

EMPLOYMENT HISTORY:

The following questions are important in assisting to assess your suitability to be offered employment with the Rail Commissioner.

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

- Yes
- No

If yes, please provide details:

4.2 Have you been found to have committed misconduct or otherwise performed your duties unsatisfactorily in your current and / or previous employment?

- Yes
- No

If yes, please provide details in the box immediately below.

(Please include as much detail as possible to the best of your recollection. If further information is required, you will be contacted by a departmental representative once the document is returned.)

4.3 Are you currently the subject of an investigation or any other process relating to suspected or alleged misconduct or other unsatisfactory performance by you?

- Yes No

If yes, please provide details:

VOLUNTARY SEPARATION OR REDEMPTION OF WORKERS COMPENSATION ENTITLEMENTS:

5.1 Have you ever received any voluntary early retirement or voluntary separation package from employment in the South Australian public sector / Rail Commissioner?

- Yes No

If yes, please provide detail 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.

5.2 Have you ever received any payment, involving your resignation from employment in the South Australian public sector / Rail Commissioner upon the redemption of workers compensation entitlements?

- Yes No

If yes, please provide details:

WORKPLACE DIVERSITY:

The Rail Commissioner is committed to reflecting the diverse community it serves while creating an inclusive workplace for all of its people.

The following questions regarding workplace diversity are optional.

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:

I declare 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 with the Rail Commissioner, and the information provided by me in connection with my application for employment with the Rail Commissioner, including in any interview, is true and correct in every detail.

Disclosure of Confidential Information

I acknowledge if I am employed by the Rail Commissioner either in the role for which I have been offered 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 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 Rail Commissioner 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 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 any Rail Commissioner employment, with the intent of securing a benefit for myself, any person, company or any future

