

Pre-Employment Declaration

RECRUITMENT DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT AT CARCLEW

Instruction to applicants:

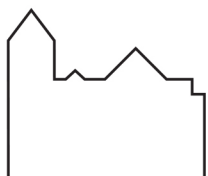
To be eligible to receive an offer of employment at Carclew, you must complete a pre-employment declaration. You may also be required to agree to other pre-employment processes.

The information derived in this declaration and other pre-employment processes is necessary to assess the suitability of applicants to be offered employment at Carclew, having regard to an applicant's ability to perform the technical aspects of a role and in consideration of the ethical obligations on employees. Some information is necessary to seek to ensure Carclew and Carclew's responsible officers comply with their obligations under the *Work Health and Safety Act 2012*. Some information is necessary in seeking to ensure we meet workplace diversity targets.

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 Carclew employee.

This Pre-Employment Declaration is issued by Carclew in accordance with the Commissioner for Public Sector Employment and the minimum requirements outlined in the Directions of the Premier - Recruitment.



DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT AT CARCLEW

You must answer all of the following questions fully and truthfully. Attach additional pages as necessary.

I...
(name in full)

of:
(physical address (not post office box))

declare as follows:

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

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 Carclew in meeting obligations under the *Work Health and Safety Act 2012*.

This question is also important to assist public sector agencies to implement workplace diversity initiatives.

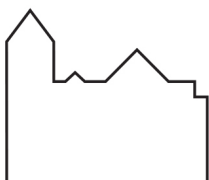
1. Do you currently have any disability (including learning disability) or medical condition which might prevent or impede you from being able to satisfactorily perform any duties or functions that might be reasonably required of you in the role for which you have applied?

Yes No Unsure

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.



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

CRIMINAL HISTORY:

Public sector employees are under significant ethical obligations. In assessing whether it is appropriate to offer you employment at Caclew 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 by Carclew.

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

If yes, please provide detail:

Yes No

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*.

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

If yes, please provide detail:

Yes No

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

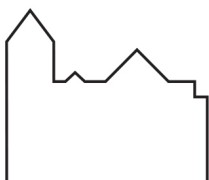
Yes No

If yes, please append the results of such screening or assessment/s.

Please note:

In addition to this declaration, you will be required to provide a current (up to 36 months from date of issue) DCSI Employment Clearance for working with Children. 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 by Carclew, it will be a condition of such employment that you agree to periodic history or background screening or assessment



EMPLOYMENT HISTORY:

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

3. 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 detail:

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

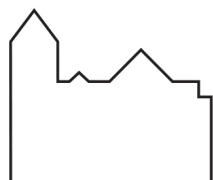
Yes No

If yes, please provide detail:

3.2 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 detail:



VOLUNTARY SEPARATION AND 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 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.

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 detail:

ELIGIBILITY TO WORK IN AUSTRALIA:

5. Are you currently eligible to work in Australia?

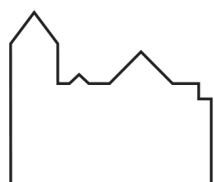
- Yes, I am a permanent resident/citizen
- Yes, I have a current work permit/Visa - Please provide a copy of any current work permit or Visa
- No

WORKPLACE DIVERSITY:

6. The SA public sector is committed to increasing employment opportunities for Aboriginal people at all levels within the South Australian public sector

Do you identify with being Aboriginal or Torres Strait Islander?

Yes No



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

DISCLOSURE OF CONFIDENTIAL INFORMATION

I acknowledge that if I am employed at Carclew 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 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 public sector 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 any Carclew 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 at Carclew 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 I am employed at Carclew either in the role for which I have been offered 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 Carclew employee. I am aware that detailed provisions regarding conflict of interest and disclosure of conflict of interest are contained in relevant Carclew and/or public sector legislation, 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 supervisor or manager.

EMPLOYMENT BASED ON PROVISION OF TRUE AND CORRECT INFORMATION

I understand that if I am offered employment at Carclew 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 made in connection with my application for employment - which will include information withheld or incomplete - may lead to a rejection of my application for employment, or, in the event that I am employed or continue employment at Carclew or in the South Australian public sector, will amount to misconduct and render me liable to disciplinary action, including termination of employment.

Applicant’s name, printed:

Applicant’s Signature:

Date: / /

