Government of South Australia
Department for Education

Pre-employment Declaration

Department for Education employees please return to:
Courier R11/10
GPO Box 1152
Adelaide SA 5001

VL233
Updated 04/19

In order to be considered for employment in any capacity in the Department for Education, you must complete all components of this declaration, including by providing additional, supporting information and documentation where a yes response has been recorded. You will not be considered for employment unless you complete the declaration and provide comprehensive and complete information as necessary.

Officers of the department have no obligation to contact you should you submit an incomplete declaration or not attach details as required. If you have any questions about the declaration and/or as to supporting information, please contact the department.

The information provided will be treated as confidential and dealt with in accordance with the State Records Act 1997, the destruction schedules issued under that Act and the Cabinet Administrative Instruction 1/89 known as the Information Privacy Principles.

Section 1: EMPLOYEE DETAILS

Person ID (if you do not have an ID number please leave blank.)

Title **(Mr, Mrs, Etc)**

Date of Birth

Family Name

Given Name(s)

Former Name/s (if applicable)

Gender ☐ *Male* ☐ *Female* ☐ *Other*

Residential Address

State

Postcode

Telephone - Home

Mobile

Email - Personal

Postal Address (if different from above)

Are you of (please tick):

☐ Aboriginal Origin

☐ Torres Strait Islander Origin

☐ Unknown

☐ Aboriginal and Torres Strait Islander Origin

☐ Not Aboriginal and/or Torres Strait Islander Origin

Resident Status (please tick):

☐ Permanent

☐ Non Permanent (residency permit/work visa must be attached)

Country of Origin

Languages other than English spoken

Current Govt / Private Agency

Are you currently permanent within the SA govt: ☐ Yes ☐ No

Start Date:

End Date:

Government Only - original start date

Section 2: Qualification Details

Qualification 1 (attach documents if more than one)

Institution

Section 3: Australian Residency

☐ Attach a copy of your Australian birth certificate, passport or citizenship certificate, or visa and overseas birth certfiicate or passport (legal name must match your Department of Human Services (DHS) – Working with Children Check (WWCC)

Section 4: Mandatory Certificates and Training

All Employees
Department of Human Services (DHS) – Working with Children Check (WWCC)

Copy Attached ☐ Expiry Date

All Employees
Responding to Abuse and Neglect - Education Care Online Training

Copy Attached ☐ Expiry Date

Applicant Initial

Section 5: Place a tick in the appropriate box below to answer the following:

PRE-EMPLOYMENT DECLARATION

To be eligible to receive an offer of employment within the South Australian public sector; including the Department for Education, you must complete a pre-employment declaration. You may also be required to agree to other pre-employment processes.

Information in this declaration and other pre-employment processes is necessary to assess the suitability of applicants to be offered employment in the South Australian public sector, having regard to an applicant's ability to perform the technical aspects of a role and in consideration of the ethical obligations on public sector employees.

Some information is necessary to seek to ensure the Crown and responsible officers of the Crown comply with their obligations under the Work Health and Safety Act 2012. Some information is to ensure public sector agencies meet workplace diversity targets.

The information is collected and 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.

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.

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

1. Do you currently have any medical condition or disability (including learning disability) 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 ☐

Please Note: If yes or unsure, please provide details (include details of any medications/ assistance/ adjustments that may reasonably be required so that you can perform the inherent requirements of the role):

Please note: you may be required to participate in a medical and/or functional capacity assessment (at your own cost) in order to assist in assessing your suitability to be offered employment in the role and South Australian public sector.
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 in the South Australian public sector, it is important to consider your suitability to adhere with these ethical obligations, your character, and prior conduct. The following questions are important to help assess your suitability to be offered employment in the South Australian public sector.

2. Have you ever been investigated or found guilty of any criminal offence, including any traffic offences not resolved by expiation?

Yes ☐ No ☐

3. Have you ever been the subject of allegations of conduct by you towards a child (Person under 18 years of age) that if proven would have amounted to criminal conduct or would have constituted misconduct in an employment setting?

Yes ☐ No ☐

4. Are you currently facing criminal charges yet to be determined?

Yes ☐ No ☐

Please give further information if 'Yes' has been ticked

Section 6: Indicate with a tick that you have read and understood the following:

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 in the South Australian public sector if you do not agree to participate in 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 or assessment.

EMPLOYMENT HISTORY:

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

5. Has your employment been terminated by any organisation, including a South Australian public sector agency, for any reason? Yes ☐ No ☐

6. Have you been the subject of allegations or an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? Yes ☐ No ☐

7. 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 ☐

Please give further information if 'Yes' has been ticked

VOLUNTARY SEPARATION AND REDEMPTION OF WORKERS COMPENSATION ENTITLEMENTS:

8. Have you ever received any voluntary early retirement or voluntary separation package from employment in the South Australian public sector, including accepting a 'Change in Direction' or 'Teacher Renewal' incentive payment or ? Yes ☐ No ☐

9. Have you resigned from employment in the South Australian Public Sector or private employer upon the redemption of workers compensation entitlements? Yes ☐ No ☐

Commencement date of agreement

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 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 I am employed in the public sector 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 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 I am employed in the public sector 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 a public sector employee. I am aware that detailed provisions regarding conflict of interest and disclosure of conflict of interest are contained in relevant 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 in the public sector 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 in the South Australian public sector - 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 in the South Australian public sector, will amount to misconduct and render me liable to disciplinary action, including termination of employment.

Yes ☐ No ☐

NOTE:

Under the Public Sector Act 2009, the definition of 'misconduct' includes making a false statement in connection with an application for employment as a public sector employee.

Under regulation 8 of the Education Regulations 1997, applicants for employment in the teaching service under the Education Act 1972 must furnish true and complete information and truthfully answer all questions asked by the relevant authority. Where an applicant furnishes any materially false or misleading information, they are guilty of an offence and liable to a penalty of up to one hundred dollars.

Signature _____ **Date** _____

OFFICE USE ONLY – People and Culture Operations - Corporate

Instructions VL233 Pre-employment Declaration – Internal Use Only

Personnel file commenced to include:

- Pre-employment Declaration VL233
- VL181 Scheduling / Appointment form
- Department of Human Services (DHS) Working with Children Check (WWCC) (must be in full legal name)
- Responding to Abuse and Neglect – Education and Care Certificate (if completed)
- Australian residency (Australian birth certificate, passport or Citizenship Certificate) or visa and overseas birth certficate or passport
- Qualifications
- Medical clearance (if applicable)
- Signed contract letter

Forward the following to the Recruitment Centre (Education.HRConfidential@sa.gov.au) for verification in Valeo: Verified

- Pre-employment Declaration VL233 .....
- Department of Human Services (DHS) Working with Children Check (WWCC) (must be in full legal name) .....
- Responding to Abuse and Neglect – Education and Care Certificate (if completed) .....
- Australian residency (Australian birth certificate, passport or Citizenship Certificate) or visa and overseas birth certficate or passport .....
- Qualifications .....
- Medical clearance (if applicable) .....

Forward the following to Shared Services Payroll Team 05:

- Copy of Pre-employment Declaration VL233
- Copy of VL181 Scheduling / Appointment
- Bank Details form VL628
- Tax File Number Declaration form