



Employment Declaration

In order to be considered for employment in any capacity in the Department for Education and Child Development (DECD), 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 DECD 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 DECD.

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.)	<input type="text"/>	Title (Mr, Mrs, Etc)	<input type="text"/>	Date of Birth	<input type="text"/>
Family Name	<input type="text"/>	Given Name(s)	<input type="text"/>		
Former Name/s (if applicable)	<input type="text"/>	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Residential Address	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Telephone - Home	<input type="text"/>	Mobile	<input type="text"/>		
Postal Address (if different from above)	<input type="text"/>				

Emergency contact details

Name	<input type="text"/>	Contact Number	<input type="text"/>	Relationship	<input type="text"/>
------	----------------------	----------------	----------------------	--------------	----------------------

Are you of (please tick):

<input type="checkbox"/> Aboriginal Origin	<input type="checkbox"/> Torres Strait Islander Origin
<input type="checkbox"/> Aboriginal and Torres Strait Islander Origin	<input type="checkbox"/> Not Aboriginal and/or Torres Strait Islander Origin
	<input type="checkbox"/> Unknown

Country of Origin

Resident Status (please tick):

Permanent:

Non

Permanent:

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

Institution

Qualification 2

Institution

Qualification 3

Institution

Section 3: Mandatory Certificates and Training

<p>All Employees Department for Communities and Social Inclusion (DCSI) – Child Related Employment Screening</p>	<p>Copy Attached <input type="checkbox"/> Expiry Date <input type="text"/></p>
<p>DECD Corporate Employees Responding to Abuse and Neglect - Education Care Online Training</p>	<p>Copy Attached <input type="checkbox"/> Expiry Date <input type="text"/> N/A <input type="checkbox"/></p>
<p>Family SA Employees Training in Child Safe Environments – Reporting Child Abuse and Neglect</p>	<p>Copy Attached <input type="checkbox"/> Expiry Date <input type="text"/> N/A <input type="checkbox"/></p>

Section 4: Place a tick in the appropriate box below to answer the following:

<p>1. Have you ever been investigated, arrested, reported for or pleaded or found guilty of any criminal offence, including any traffic offences? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>6. Have you ever submitted a claim for workers compensation (whether accepted or proven or not)? NB: If you answer yes also give full details of any redemption payouts. Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2. Have you ever been the subject of allegations of conduct by you of a 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) whom you were responsible for providing education or other services to? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>7. Would you require any special services, support and/or facilities and/or reasonable workplace modifications in order for you to perform the inherent requirements of the duties of the role you apply for? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>3. Have you ever 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 <input type="checkbox"/> No <input type="checkbox"/></p>	<p>8. Have you at any time resigned from public sector employment upon accepting a 'Changing Directions' incentive payment or a Targeted Voluntary Separation Package or any other form of redundancy or separation payment? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>4. Do you suffer from or have you suffered from any psychological or medical condition/s, illness/es, disability/ies, restriction/s, or any learning disability/ies that may affect your ability to carry out the duties of the role you apply for? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>9. Have you been dismissed from any previous employment - for any reason (including but not limited to redundancy)? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>4a. Physical Disability <input type="checkbox"/> Intellectual Disability <input type="checkbox"/> Sensory Disability <input type="checkbox"/> Psychological/ Psychiatric Disability <input type="checkbox"/> Assistance Required Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="text"/></p>	<p>10. Have you ever resigned from any previous employment, including by retirement? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>5. Are you taking or consuming any prescription medication/s or other substance/s that may affect your ability to perform the duties of the role applied for or give rise to a risk to your health or safety in the workplace or that of other persons? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>11. If you are applying for employment as an officer of the teaching service: are there any conditions on your registration with the Teachers Registration Board (including but not limited to provisional registration)? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

If you answered 'yes' to any of the above questions, you are obliged to provide comprehensive supporting details, including any relevant documentation in order to be considered for employment.

In the event any further medical information is required, you may be invited to provide management in DECD with authority to seek medical information from any treating medical practitioner/s or from an independent medical practitioner/s. You will be personally liable for any cost associated with ascertaining any further medical information.

Section 5: Indicate with a tick that you have read and understood the following:

I acknowledge that, if my application for employment in the South Australian public sector is successful and I am employed in the public sector 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 information. Detailed provisions regarding disclosure of confidential information are contained in relevant public sector guidelines and regulations. Without detracting from any such guidelines or regulations, 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 that employment, except in the proper course of my duties. 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.

I undertake that, if my application for employment in the South Australian public sector is successful and I am employed in the public sector 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 confidential information are contained in relevant public sector guidelines and regulations. Without detracting from any such guidelines or regulations, in any case where there is any possible doubt regarding a potential conflict of interest, I undertake to seek advice and instruction from an appropriate supervisor.

I confirm and declare that to the best of my knowledge, I have truthfully answered all questions in this Declaration and provided any supporting information required.

I understand that should my circumstances change such that any information provided in or with respect to this Declaration is materially different, it is my responsibility to advise DECD at the earliest opportunity of the detail of such changed circumstances.

I understand that any false or materially misleading information I provide will result in me not being considered for employment or, in the event that I am offered and accept employment, may render me liable for disciplinary action, which may include termination of employment.

(Applicant Signature)

Date

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.

OFFICE USE ONLY – DECD Corporate HR

Instructions VL233 Employee Declaration – Internal Use Only

Personnel File commenced to include:

- Employee Declaration VL233
- Form B, C or D New appointments and assignments
- *Criminal History Screening Clearance (Valeo –Licences and Certificates PE0008)
- *Respond to Abuse and Neglect – Education Certificate (Valeo –Licences and Certificates PE0008)
- *Qualifications (Valeo Qualification PE0009)
- Signed contract letter

Forward completed copies of the following to Shared Services Payroll Team 05 or 12:

- Copy of Employee Declaration VL233
- Copy of Form B, C or D New appointments and assignments
- Bank Details form VL628
- Tax File Number Declaration form

*Entered and scanned into Valeo by

Id Number

Employee Name

Date

(Signature)

Position Title