

NATIONAL CRIMINAL HISTORY RECORD CHECK APPLICATION FORM

Employer Name: St Vincent's Hospital Lismore	Employer ID: 00038
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APPLICANT DETAILS

Please complete this form in blue or black ink using CAPITAL LETTERS. Mark appropriate answers with a (X).

Family name / surname	First given name	Other given name/s

Male <input type="checkbox"/>	Female <input type="checkbox"/>	Daytime contact telephone / mobile	Date of Birth (DD MM YYYY)

Were you born in Australia? <input type="checkbox"/> Yes	Suburb / town of birth	State / Territory
Please record your suburb / town of birth		

<input type="checkbox"/> No	Country of birth
Please record your country of birth	

Previous or other names (including former, maiden, deed poll etc. If more room is required, list on separate sheet, sign and include with this form)

Previous / alias family name	Previous / alias given name/s

Previous / alias family name	Previous / alias given name/s

Current residential address in Australia (must not be a PO Box or a business address)

Unit number / street number / street name

Suburb / town / locality	State	Postcode

Previous residential address/es for the last five years (please begin with the most recent)

Unit number / street number / street name

Suburb / town / locality	State	Postcode

Unit number / street number / street name

Suburb / town / locality	State	Postcode

Drivers licence details

Number	State / Territory

Passport details

Number	Country

Other identification details

Type	Number

Other identification details

Type	Number

Title of Position

<div style="border: 1px solid black; height: 25px;"></div>
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Type of Position

<input type="checkbox"/> Paid Employee	<input type="checkbox"/> Volunteer
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GENERAL INFORMATION

This Form is used by **St Vincent's Hospital Lismore** as part of the assessment process to determine whether a person is suitable for employment or other engagement for work with **St Vincent's Hospital Lismore**.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to employment in other positions within **St Vincent's Hospital Lismore**.

CRIMINAL HISTORY RECORD CHECK

Criminal history record checks are an integral part of the assessment of your suitability. On this Form you are asked to disclose whether you are the subject of any criminal charge(s) still pending before a Court, or whether you have been the subject of any conviction(s) or finding(s) of guilt before a Court.

Information extracted from the Form will be forwarded to the CrimTrac Agency, other Australian police services or other law enforcement agencies for checking action. By signing the Form you are providing your consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to the Catholic Commission for Employment Relations for onward transmission to; and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to the Catholic Commission for Employment Relations.

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

SPENT CONVICTIONS SCHEMES

New South Wales

In New South Wales the *Criminal Records Act 1991* (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court. A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a ten year crime-free period from the date of the conviction. However, certain convictions may not become spent convictions, and therefore need to be disclosed in the attached form. These include:

- where a prison sentence of more than 6 months has been imposed (periodic or home detention is not considered a prison sentence);
- convictions against companies and other corporate bodies;
- a large number of sexual offences; and
- convictions prescribed by the regulations.

For more information on spent convictions in NSW contact NSW Privacy - website: www.lawlink.nsw.gov.au/privacynsw, phone: (02) 8688 8585, email: privacy_nsw@agd.nsw.gov.au.

Other Australian police services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt over a certain age. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will not be released unless the records check is for the applicant's personal information only and provided that this is in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interests to provide full and frank details in the form.