

Personal Details (required)

Surname:

Given Names:

Date of Birth:

Birth Country:

Birth State:

Birth Place:

Gender: Male Female

PREVIOUS OR ALTERNATIVE NAMES: In this selection, write all names by which you are or have been formally known.

Previous or Alternative Names

Surname:

Given Names:

Type of name: Alias Maiden Previous

Current Address Information (required)

Street:

Suburb:

Postcode: State:

Address Type: Residential Postal

***PREVIOUS ADDRESS WITHIN THE LAST FIVE YEARS:** In this section, any previous address at which you have resided within the last five years... (attach list if insufficient room)

Address Information (required*)

Street:

Suburb:

State/Province:

Postcode:

Country:

Address Type: Residential Postal

Instructions for completing this form
 Please ensure you: • Write in ink and use BLOCK letters
 • Complete all the sections of the form that apply to you
 • Do not alter or delete the wording of the form in any way
 • Provide 100 points of identification to be sighted

Driver's Licence Information

Licence Number:

State Issued:

Passport Information

Passport Number:

Country:

Type: Government Private UN Refugee

Consent To Obtain Personal Information (Partial Exclusion)

- I, _____ hereby:
- Family Name (Current) _____ Given Names (Current) _____
- acknowledge that I have read the Spent Convictions Schemes section of the Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
 - understand that the position/entitlement for which I am being considered is in a category for which a PARTIAL exclusion has been granted from the application of the Spent Convictions legislation and that "spent" convictions and findings of guilt relating to me of a type listed below will be released;
 Serious offences, sexual offences, offences against the person, for which an exclusion has been granted in respect to my application for employment/engagement in positions/occupation involving the care, instruction or supervision of vulnerable persons (including children, aged persons, and the disabled).
 - have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
 - consent to mercury Search and Selection disclosing personal information about me from this Form to the CrimTrac Agency and the Australian police services;
 - consent to:
 - the CrimTrac Agency disclosing personal information about me to the Australian police services;
 - the Australian police services disclosing, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned;
 - the CrimTrac Agency providing the information disclosed by the Australian police services to mercury Search and Selection in accordance with the laws of the Commonwealth; and
 - mercury Search and Selection disclosing to Warrnambool City Council personal information about me to assess my suitability in relation to my employment; and acknowledge that any information provided by me on this Form, or by the Australian police services, may be taken into account by Warrnambool City Council in assessing my suitability for the <specify position/entitlement>for which I am applying.

Signed: _____
 Date / / _____

Note: The information you provide on this Form, and which the CrimTrac Agency provides to mercury Search and Selection on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.

Office use only:

Check Urgency: Normal Urgent
 Type of check: Staff Volunteer
 100 points of ID sighted: Yes No Signed: _____

NATIONAL CRIMINAL HISTORY CHECK GENERAL INFORMATION

GENERAL INFORMATION

This Form is used by mercury Search and Selection as part of the assessment process to determine whether a person is suitable for employment or other engagement for work within Warrnambool City Council.

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 Warrnambool City Council.

NATIONAL CRIMINAL HISTORY RECORD CHECK

A national criminal history check is an integral part of the assessment of your suitability.

Information extracted from the Form will be forwarded to the CrimTrac Agency, other Australian police services¹ 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 mercury Search and Selection for onward transmission to Warrnambool City Council; and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to the mercury Search and Selection for onward transmission to Warrnambool City Council.

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

Child-related employment screening is being conducted around Australia for many years in an attempt to minimise the risk of harm to children from persons responsible for their care and supervision. A key component of this is the provision of criminal history information (including "spent" convictions and findings of guilt of prescribed/specified offences) to employers and authorised screening organisations. In New South Wales, Victoria, Queensland and Western Australia child-related employment screening processes are governed by legislation.

Victoria Police

For the purposes of employment, voluntary work or occupational licensing/registration, police may restrict the release of a person's police record according to the police "Information Release Policy." If you have a police record the "Information Release Policy" may take into account the age of the police record and the purpose for which the information is being released. If ten years have elapsed since you were last found guilty of an offence, police will, in most instances, advise that you have no disclosable court outcomes. However, a record over ten years may be released:

- if it includes a term of imprisonment longer than thirty months;
- if it includes a serious, violent or sexual offence and the records check is for the purpose of working with children, elderly people or disabled people;
- if it is in the interests of crime prevention or public safety.

Findings of guilt without conviction and good behaviour bonds may be released. Recent charges or outstanding matters under investigation that have not yet gone to court may also be released.

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 interest to provide full and frank details in the form.

100 Point Identification Check

Primary Identification Documents

You can only use **one piece** of the following identification:

- Passport (current or expired within last two years, but not cancelled) 70 points*
- Birth Certificate/Extract 70 points*
- Citizenship Certificate 70 points*

*If you have changed your name from that on the docs (e.g. due to marriage etc.), the document cannot be accepted.

Secondary Identification Documents

You may use several of the following to reach 100 points:

These documents must have your photo and/or signature and be current:

- Licence issued under Australian law (e.g. driver's licence or other government issued licence) which contains a photograph or signature 40/25 points*
- Government authority or public service employee's ID card 40/25 points*
- Social Security, Health Care or Pension card 40/25 points*
- Tertiary Education Institution ID card 40/25 points*

*If you wish to use more than one document from this group, the **first** acceptable document scores **40** points, but **subsequent** documents only score **25** points each.

These documents must show your full name (not just initials) and current address:

- A utility bill (e.g. telephone, water, electricity, gas, council rate notice) 25 points

These documents must show your full name and be current:

- Medicare card 25 points
- Foreign driver's licence 25 points
- A bank/credit union/building society passbook, statement or debit/credit card 25 points*

*If you wish to count more than one bank document or card, each document **MUST** be issued by a **different** Financial Institution (FI). If documents are from the same FI **only one** can be counted.