

Pre-Employment Disclosure

Catholic Education Northern Territory (CENT) seeks to employ people to perform duties who are professionally competent, trustworthy, fit to work with children, families and communities, and who treat all people with care and respect. If you are employed with CENT, we would expect you to be a positive role model and your professional, domestic and public behaviour to be beyond reproach.

In applying for employment with CENT, you acknowledge that you are required to disclose any matters that may impact upon your ability to perform duties in the manner described above or that may impact upon the reputation of CENT.

All applications must be accompanied by this Pre-Employment Disclosure form. Failure to complete and return this form during the application process may result in the application being delayed or not considered.

This position is for child-related work, and as such you must obtain and retain a Working with Children Check from Screening Assessment for Employment - Northern Territory (SAFE NT). For further details refer to <http://www.pfes.nt.gov.au/Police/Community-safety/SAFE-NT.aspx>

CENT will NOT finalise the application / appointment to the role until you provide CENT with proof of a current, valid Working with Children Check.

Privacy – Our Handling of Your Personal Information

Personal information collected by CENT is handled in accordance with the *Privacy Act 1988* (Commonwealth). The personal information provided by you will be securely stored and made available only to appropriately authorised officers of the CENT (or its agents). Personal information recorded on this form will not be disclosed to other parties without your consent, unless required by law.

Notes

There are explanatory notes at the end of this document regarding some of the questions. Please read the notes and do not hesitate to contact Kellie Opitz, (08) 8984 1400 or (kellie.opitz@nt.catholic.edu.au) if you have any questions regarding this document or to discuss any concerns you have relating to possible disclosures.

If you require additional room than allowed for within this document to provide full details in respect of any question or questions, please attach your response or responses separately and make clear to which question the response relates.

Yours faithfully



Lindsay Luck
Deputy Director, School Services

HEALTH

1. Do you have any previous or current medical condition or restriction, physical or otherwise (including learning disability), which may affect your ability to perform the essential requirements of this position?

Yes

No

If YES, when providing further detail please include any reasonable adjustment which could be considered to accommodate you in the workplace.

2. Are you prescribed medication which may affect your ability to perform the duties of the proposed employment, attendance at work or provide risk to your health and safety or the health and safety of others in the workplace?

Yes

No

If YES, when providing further detail please include any reasonable adjustment which could be considered to accommodate you in the workplace.

CRIMINAL CONVICTIONS

3. Have you been convicted of any criminal offence in the Northern Territory or elsewhere?

Yes No

If YES, please provide details:

4. Are you currently under investigation by any law enforcement agency or professional registration board?

Yes No

If YES, please provide details:

5. Do you have any convictions, findings of guilt and/or pending police charges against you relating to the abuse of, or inappropriate behavior towards a child, or an elderly or vulnerable person?

Yes No

If YES, please provide details:

PREVIOUS EMPLOYMENT

- 6. Have you ever received:
 - 6.1. written counselling Yes No
 - 6.2. a performance improvement plan or similar Yes No
 - 6.3. a formal warning Yes No
 - 6.4. been dismissed and/or resigned following allegations of improper and/or unprofessional conduct or unsatisfactory work performance? Yes No

If you answered YES to any of the above, please provide details below:

- 7. Have you ever or are you currently the subject of an investigation and/or any other process relating to alleged improper and/or unprofessional conduct or unsatisfactory work performance by you as an employee?
Yes No

If yes, please provide details below:

- 8. Have you ever made a workers' compensation claim?
Yes No

If yes, please provide details below:

WORKING WITH CHILDREN AND VULNERABLE ADULTS

9. Have you ever been the subject of allegations of causing harm to a child?

Yes

No

If yes, please provide details below:

10. Have you ever been the subject of a complaint or allegation and/or internal investigation that related to a breach of your professional boundaries and/or breach of a Code of Conduct?

Yes

No

If YES, please give brief description

11. Are you aware of any reason or concern, held by another person, which may make you unsuitable to work with children?

Yes

No

If YES, please give brief description

12. Is there any other matter or incident of which you are aware that would prevent you obtaining a Working with Children Clearance in the NT?

Yes

No

If YES, please give brief description

DECLARATION

I declare that the information provided by me on my application and during the recruitment process is true and correct to the best of my knowledge and belief.

I acknowledge that the requirement for full and honest disclosure during the recruitment process shall be a condition of initial and ongoing engagement.

In the event any information provided by me is not true or incomplete, CENT may take necessary disciplinary action in response including but not limited to summary dismissal should I be successful in gaining employment.

In signing this form I declare that, if I am successful in my application, I will immediately notify CENT should there be a change in my circumstances that relates to the declarations made above by me during the recruitment process; for example, criminal offence charges and convictions, restraining orders, injunctions, intervention orders, disciplinary proceedings and investigations.

I understand that this application does not constitute an offer of employment.

Signed:

Print name:

Date:

Notes relating to Health Questions

1. Disclosure of a medical condition or restriction does not necessarily exclude an applicant from employment.
2. This must include any medical condition or restriction arising from a previous workers' compensation claim.
3. Failure to make a disclosure, or the making of a false or misleading disclosure, may disentitle you to Workers' Compensation should you suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arising from employment with CENT.

Notes relating to Criminal Convictions Questions

4. Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

Notes relating to Previous Employment Questions

5. In the Northern Territory, section 67A of the Teacher Registration (Northern Territory) Act requires an employer to notify the Teacher Registration Board in the event a person resigns or otherwise leaves the employment of the employer, in circumstances that call into question the person's competence or fitness to teach
6. Provide details of any workers' compensation claims you have previously made, whether or not a claim you made was accepted by the workers' compensation insurer.

Notes relating to Working With Children And Vulnerable Adults Questions

7. Note: Harm to a child is any significant detrimental effect caused by any act, omission or circumstance on:
 - The physical, psychological or emotional wellbeing of a child; or
 - The physical, psychological or emotional development of a child.