HOW TO COMPLETE THE NATIONAL POLICE CHECKING SERVICE (NPCS) APPLICATION/CONSENT FORM

Please read all information below in Sections A to H. This National Police History Check application is in two (2) parts, and you must download both documents to complete your application. The first part is attached to this Information sheet, and includes 3 questions you must answer, and the payment page. The second part is the CrimTrac National Police Checking Service (NPCS) Application/Consent Form. You must complete all details required on BOTH documents.

WHO SHOULD COMPLETE THIS FORM

- Current and prospective employees of the Department of Education;
- Volunteers of the Department of Education; and
- Post-compulsory students seeking to enrol at a public school.

The Department of Education also processes National Police History Checks on behalf of the following agencies that require employees to undergo a National Police History Check:

- State Training Providers (formerly known as TAFE Colleges);
- Country High School Hostels Authority;
- Catholic schools and the Catholic Education Office of Western Australia;
- School Curriculum and Standards Authority;
- Some Independent (private) schools;
- VacSwim; and
- University and TAFE students who are undertaking a practicum in public schools.

Prospective Department of Education employees must submit the National Police Checking Service Application/Consent Form, and be notified of the outcome, before they commence working.

SECTION A: GENERAL INFORMATION

The Department of Education conducts police history checks, also known as criminal screening, as part of the process of assessing suitability of applicants to work or provide services to the education and training sectors. Existing employees may also be subject to police history checks.

A police history check cannot be done without your consent. To enable the Department to conduct this check, please complete the separate National Police Checking Service Application/Consent Form, in addition to Part 1 which is attached to this Information sheet. You will need to download the Application/Consent Form, which is a separate document.

The National Police Checking Service Application/Consent Form involves the provision by you of certain identifying information that will assist the Department to conduct the police record check through the CrimTrac Agency. You will also be asked to provide information as to the existence of any criminal convictions or findings of guilt before a Court, subject to certain exceptions that are discussed below.

If it is subsequently discovered that you have provided false or misleading information on your application, this may preclude employment in the education and the training sectors, and in the case of existing Department employees, may constitute a breach of discipline for which action may be taken by the Director General under Part 5 of the Public Sector Management Act 1994.
SECTION B: SPENT CONVICTIONS AND RESTRICTIONS ON THE RELEASE OF POLICE HISTORY INFORMATION

The Commonwealth, States and Territories are each subject to different legislative requirements in relation to the release of police history information.

Please note: in accordance with the Spent Convictions Act 1988 (WA), when consenting to the Department's National Police History Check, you must also disclose all Western Australian convictions that you have had 'spent,' and the Department is entitled to receive this information.

Under Section 85ZZH (e) and (f) of the Commonwealth Crimes Act 1914, the Department is entitled to have access to the details of 'designated' Commonwealth offences that have been spent. These ‘designated offences’ relate to any sexual offence, or any other offence, where the victim was under the age of 18 years at the time. If you have a ‘designated’ spent Commonwealth conviction, you must disclose it to the Department.

Spent Conviction legislation is complex. If you are unsure as to whether you are required to disclose a conviction, please contact the Department’s Screening Unit at screening@education.wa.edu.au or telephone 9264 4391 or alternatively, you may wish to seek your own independent legal advice. If you need advice about a spent conviction in another state, please contact that State's Police Service directly.

SECTION C: PRIVACY

Police history information is very private and sensitive personal information. The Department stores this information securely and discloses it only to those persons authorised to assess your suitability. The information you provide in this form and any information received by the Department in the assessment process will not be used without your consent for any other purpose and will ordinarily only be disclosed to the persons and agencies identified in the form for that purpose, unless statutory obligations require otherwise, e.g. subpoena, Police warrant etc. For information see Privacy Act 1988 (Cth).

SECTION D: RESULTS OF A NATIONAL POLICE HISTORY CHECK

If you are found to have no convictions or findings of guilt before a Court, you will be notified by letter to indicate your screening has been completed. You will also be allocated a Screening Clearance Number (SCN).

If you are found to have a conviction, a spent conviction, finding of guilt before a Court, pending Court case or any other outstanding matter, this will be referred to the Department’s Screening Committee for consideration. The existence of a conviction or finding of guilt before a Court does not automatically preclude you from engagement in the education and training sectors. The Screening Committee considers all information in relation to your situation before coming to a conclusion as to your suitability, and you may be asked to provide a statement and/or references. Police history information is destroyed once the Department has made an assessment, and in the case of refusal, once all review processes, if any, have been exhausted.

SECTION E: SCREENING OF VOLUNTEERS - $10 FEE

Volunteers in the education and training sectors required to obtain a National Police History Check may use this form. A special fee of $10 applies, however, the principal of the school or agency concerned must complete the Volunteer Certification section in Part 1 of the application package.

SECTION F: POST-COMPELLATORY STUDENTS ENROLLING AT A PUBLIC SCHOOL

Individuals seeking to enrol at a public school as a post-compulsory student are required to consent to a National Police History Check. The relevant school or college will liaise with the Screening Unit concerning the outcome of the criminal screening for these applicants.
SECTION G: INFORMATION FOR DEPARTMENT OF EDUCATION TEACHERS
The Department of Education currently accepts a criminal record screening undertaken through the Teacher Registration Board (TRB). If a teacher holds a current TRB registration with a recent Criminal Record Check (CRC) date, the teacher should contact the Department’s Screening Unit to determine if criminal screening through the Department is necessary. In most cases, a teacher who holds a current TRB registration with a CRC date within the last 12 months does not need to do the NPHC with the Department. It is only if the teacher has a CRC older than 12 months, and has not worked for the Department in the last 12 months, that a NPHC will be required for employment with the Department.

SECTION H: 100 POINT IDENTIFICATION CHECK
In order to verify your identity, you are required to provide CERTIFIED COPIES (originals can be brought in to the Department if hand delivering your application) of at least 100 points of identification using the points allocated in the boxes below. One item from the Primary Identification box is compulsory. The remaining 30 points must be made up from the Secondary Identification boxes. You MUST have copies of your ID certified by an appropriate person (e.g. teacher, pharmacist, permanent public servant of at least 5 years). Full details regarding ID certification and verification can be found at www.det.wa.edu.au/screening.

PRIMARY IDENTIFICATION
(You must submit one (1) item from this first box)

- Birth Certificate / Birth Extract OR
- Current Passport OR
- International Travel Document (diplomatic/refugee with photograph) OR
- Australian Citizenship Certificate

The remaining 30 points must be made up from items in the Secondary Identification section.

SECONDARY IDENTIFICATION
(Only one (1) item per each box below can be added to your Primary ID to make up your 100 points)

<table>
<thead>
<tr>
<th>Only one form of identification accepted from this category</th>
<th>70</th>
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<tbody>
<tr>
<td>Current Driver’s Licence or Permit (Government issued)</td>
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<tr>
<td>Current Working With Children Card</td>
<td></td>
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<tr>
<td>Current Teachers Registration Card</td>
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<tr>
<td>Public Service Employee ID card (Government issued)</td>
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<td>Department of Veteran Affairs Card</td>
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<tr>
<td>Centrelink Pensioner Concession or Health Care Card</td>
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<tr>
<td>Current Tertiary Education Institution ID Card with photo</td>
<td></td>
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<tr>
<td>Reference from a Doctor (must have known the applicant for a period of at least 12 months)</td>
<td></td>
</tr>
<tr>
<td>ASIC/MSIC Card</td>
<td></td>
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If you wish to use more than one of these ID documents, they must be from different organisations

<table>
<thead>
<tr>
<th>40</th>
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<tbody>
<tr>
<td>Foreign/International Driver’s Licence</td>
</tr>
<tr>
<td>Proof of age card (Government Issued)</td>
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<tr>
<td>Medicare Card/Private Health Care Card</td>
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<tr>
<td>Council Rates Notice</td>
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<tr>
<td>Property Lease/Rental Agreement</td>
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<tr>
<td>Property Insurance Papers</td>
</tr>
<tr>
<td>Tax Declaration</td>
</tr>
<tr>
<td>Superannuation Statement</td>
</tr>
<tr>
<td>Seniors Card</td>
</tr>
<tr>
<td>Electoral Roll Registration</td>
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<tr>
<td>Motor Vehicle Registration or Insurance Documents</td>
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<tr>
<td>Professional or Trade Association Card</td>
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</table>

If you wish to use more than one of these ID documents, they must be from different organisations

<table>
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<th>25</th>
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<tbody>
<tr>
<td>Utility Bills (e.g. telephone, gas, electricity, water) in your name</td>
</tr>
<tr>
<td>Credit/Debit Card</td>
</tr>
<tr>
<td>Bank Statement/Passbook</td>
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</tbody>
</table>

Remote Community Aboriginal People ONLY
If the applicant does not have any of the identification documents listed in the first box above, then a written statement signed by two (2) community Elders is to be submitted, confirming identity and recommending the person named in the National Police Checking Service Application/Consent form.

HELP
If help is required, please contact the Department of Education’s Screening Unit at screening@education.wa.edu.au or telephone 9264 4391.
Name: 
Date of Birth: 
Phone: 

Please answer carefully the following questions: (circle YES or NO)

1. Are you the subject of any criminal or traffic charges (not including parking infringements) that are still to be determined or finalised? 
   (if you answered YES, you must attach details on a separate sheet) 
   Yes | No

2. Do you have any adult convictions or findings of guilt in relation to any offence that are NOT protected by Commonwealth, State or Territory spent convictions legislation or information release policies? 
   (refer to Section B on Spent Convictions) 
   (if you answered YES, you must attach details on a separate sheet. If it is subsequently discovered that you have provided false or misleading information on this form, this may preclude employment in the education and training sectors) 
   Yes | No

3. Have you ever been the subject of any investigation or disciplinary action relating to your good character, by a previous employer, where you were not fully exonerated by that employer, in respect of conduct relevant to assessing whether or not you are of good character and suitable for employment in the education and training sectors? 
   (if you answered YES, you must attach details on a separate sheet) 
   Yes | No

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**VOLUNTEER CERTIFICATION BY PRINCIPAL OR AGENCY**

Volunteers ONLY

(Employees and University / TAFE practicum students are **not** volunteers and should **not** complete this certification section)

I, ___________________________ of ___________________________  
(print Principal’s name)  (print name of school / college / agency etc)

 certify that the applicant named in this form is a **genuine volunteer** who will be working in the Western Australian education or training sector with or near children.

Signature: ___________________________  Date: ___________________________
PAYMENT – 2014 FEES

FEE: $46
- employees
- university & TAFE students on practicum
- post-compulsory students enrolling at a public school

FEE: $10
- volunteers

HOW TO PAY:

- **Cash** (Please do not send cash through the post)
  (payment in person only at the Department of Education, 151 Royal Street, East Perth: 8:30am – 4:00pm)
- **Cheque**
  (made out to ‘Department of Education’)
- **Money Order**
  (made out to ‘Department of Education’)
- **Credit Card** (Visa or MasterCard only)
  (complete details below)

CREDIT CARD PAYMENT:

Applicant name: ____________________________

Card type: ____________________________

(please tick 1 box)

Card Number: ____________________________

Card Security Code: ____________________________

Amount: ____________________________

Expiry date: ____________________________

Cardholder name: ____________________________

Cardholder signature: ____________________________

Please **POST** your completed form to the Department of Education’s Screening Unit at the address below, together with CERTIFIED COPIES of your 100 point ID documents, any other information you have been asked to attach, with the fee as outlined above. **Do not enclose original identification documents** – they must be CERTIFIED copies.

Screening Unit
Department of Education
Locked Bag 2
EAST PERTH WA 6892

E-mailed applications can only be accepted from a school or TAFE on behalf of the applicant if the applicant arranges for the school/TAFE to **verify** their 100 points of ID (showing their Originals AND certified copies) and email it to screening@education.wa.edu.au. **Applicants cannot email their application directly.** Applicants can **post** their application with their **certified** copies of their ID documents.

** IMPORTANT – PLEASE ENSURE YOU PRINT AND COMPLETE PART 2 **

i.e. CrimTrac National Police Checking Service Application/Consent Form