HOW TO COMPLETE THIS FORM
Please read all information in Sections A to I and complete the details required on the Consent to Obtain Personal Information form. This National Police History Check is not a National Police Certificate issued by the Police which is applied for at a Post Office.

WHO SHOULD COMPLETE THIS FORM
- Current and prospective employees of the Department of Education;
- Volunteers of the Department of Education; and
- Post-compulsory students enrolling 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 TAFE Colleges);
- Country High School Hostels Authority;
- Catholic schools;
- Catholic Education Office of Western Australia;
- 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 Consent to Obtain Personal Information form, and be notified of the outcome, before they commence working.

Employees of the Department of Training and Workforce Development (DTWD) should contact DTWD as the Department of Education does not process National Police History Checks for DTWD employees.

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 attached Consent to Obtain Personal Information form.

The Consent to Obtain Personal Information 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. It also requires that you 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 this form, 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.

Also, 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 (Cwth).

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, endorsed to indicate your screening has been completed.

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. Police history information is destroyed once the Department has made an assessment, and in the case of refusal, once all appeal 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.

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

Post-compulsory students enrolling at a Public school are required to consent to a National Police History Check. The fee for post-compulsory students is $23.
SECTION G: INFORMATION FOR DEPARTMENT OF EDUCATION TEACHERS

The Department of Education currently accepts a criminal record screening undertaken through the Western Australian College of Teaching (WACOT). If a teacher holds a current WACOT card with a recent Criminal Record Check (CRC) date printed on the card, 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 WACOT card 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

In order to verify your identity, you are required to provide photocopies 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 sections. Only one item per box in the Secondary Identification section is allowed to make your 100 points. For example: Birth certificate + current driver’s licence = 100 points; or, Current passport + marriage certificate + Medicare card = 100 points.

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

- Birth Certificate (Extract or copy)  OR
- Current Passport / International Travel Document  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 box below is allowed to make up your 100 points, together with the one item from the Primary Identification box)

- Current Driver’s Licence
- Current Security Licence
- Public Service ID card
- Tertiary student ID card
- Defence Force ID card

- Name change certificate
- Defence Discharge papers
- Marriage Certificate
- Social Security benefit card
- Trade Certificate / Licence
- Proof of Age Card
- Working With Children Card
- A recent signed reference of recommendation, verification of address and confirmation of 12 months association from an acceptable referee (eg Doctor, Teacher, Clergy, Banker, Police Officer etc)

- Medicare card
- Private Health Care card
- Bank card or Passbook
- Membership card of Union, trade or professional body
- Motor vehicle registration
- Recent payslip
- Electoral enrolment card
- Utility account in your name (eg gas, water, rates, electricity)

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 Consent to Obtain Personal Information form.

SECTION I: PAYMENT BY CREDIT CARD

From June 2012, credit card payments require the 3 or 4 digit Card Security Code to be entered, as per instructions from the Commonwealth Bank, the Department of Education’s Banking Authority. For more information, refer to www.det.wa.edu.au/screening

HELP
If help is required, please contact the Department of Education’s Screening Unit at screening@education.wa.edu.au or telephone 9264 4391.
# FULL EXCLUSION (Western Australia)

## PERSONNEL-IN-CONFIDENCE

### National Police History Check

## CONSENT TO OBTAIN PERSONAL INFORMATION

### WESTERN AUSTRALIAN EDUCATION & TRAINING SECTORS

<table>
<thead>
<tr>
<th><strong>Family name</strong></th>
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<tbody>
<tr>
<td><strong>Given name</strong></td>
<td>Middle name/s</td>
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<tr>
<td><strong>Former names</strong></td>
<td></td>
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</tbody>
</table>

All other names by which I am, or ever have been, known (attach separate sheet if needed)

<table>
<thead>
<tr>
<th><strong>Address</strong></th>
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<tbody>
<tr>
<td>House number &amp; street name:</td>
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<tr>
<td>Town/Suburb:</td>
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<tr>
<td>State:</td>
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<table>
<thead>
<tr>
<th><strong>Date of Birth</strong></th>
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<tr>
<td>Day / Month / Year</td>
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<table>
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<tr>
<th><strong>Birth state</strong></th>
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<td>Birth country</td>
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<th><strong>Gender</strong></th>
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<tr>
<td>☐ Male</td>
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<th><strong>Passport #</strong></th>
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<tr>
<td>Country issued</td>
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<th><strong>Driver’s Licence #</strong></th>
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<td>State issued</td>
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<th><strong>E-mail</strong></th>
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<tr>
<td>☐ Department of Education</td>
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<tr>
<td>☐ Catholic School</td>
</tr>
<tr>
<td>☐ Catholic Education Office of Western Australia</td>
</tr>
</tbody>
</table>

### Position sought*

Eg Teacher, Administration, Gardener, Cleaner, Education Assistant, AIEO, Lecturer, Tutor, Volunteer, Principal Consultant, University Practicum Student; *OR Post-compulsory student enrolling at a public school

### Workplace**

Eg School name, Regional Office name, Central Office (include Branch name), TAFE College, University (include campus & course); ** OR name of school if you are a Post-compulsory student enrolling at a public school

### DECLARATION BY APPLICANT

I declare that:

1. I have read and understood the information provided with this form, and I have provided accurate and complete information in response to each of the questions listed in this form. I understand that if I provide false, misleading, or incomplete information, employment or placement may be refused.
2. I consent to the Department forwarding details obtained from this form to the CrimTrac Agency and/or to Australian Police Services or other relevant law enforcement agencies.
3. I consent to the CrimTrac Agency making enquiries to Australian Police Services and those Australian Police Services extracting from their records details of criminal and/or traffic records relating to me pending before a Court and/or details of convictions or findings of guilt which have been recorded against me, including ‘spent’ convictions disclosable by law, and forwarding relevant information to the CrimTrac Agency.
4. I consent to the CrimTrac Agency providing the relevant information to the Department.
5. I acknowledge that, if I am a teacher, I have responsibility to consult with the Department’s Screening Unit or the Western Australian College of Teaching (WACOT) to determine if I require a National Police History Check (NPHC) completed by WACOT as part of my Teacher Registration before I submit a request to the Department of Education for a NPHC.
6. I acknowledge that any information provided by me on this consent form or by Australian Police Services as a result of the records check may be taken into account by the Department in assessing my suitability for continued employment or placement; and
7. I acknowledge that any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes including the investigation of any outstanding criminal offences.

<table>
<thead>
<tr>
<th><strong>Signature:</strong></th>
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<td><strong>Date:</strong></td>
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Form issued October 2012
National Police History Check

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)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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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)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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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)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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Previous residential addresses over the last 10 years

Please provide full residential address (street address only – no PO Box numbers) for all previous places of residence in the last 10 years. Attach a separate list if insufficient space.

<table>
<thead>
<tr>
<th>Address</th>
<th>Post code</th>
<th>Period of residence</th>
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VOLUNTEER CERTIFICATION BY PRINCIPAL OR AGENCY (Volunteers ONLY)

(Employee 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: __________________________
FULL EXCLUSION (Western Australia)  
PERSONNEL-IN-CONFIDENCE

National Police History Check

PAYMENT

FEE:  
$33 – employees; university & TAFE students on practicum
$23 – post-compulsory students (enrolling at a Public school)
$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 – 4:30pm)
- **Cheque** (made out to ‘Department of Education’)
- **Money Order** (made out to ‘Department of Education’)
- **Credit Card** (Visa or MasterCard only)
  (complete details below. *From June 2012, the Department’s Bank requires the 3 or 4 digit Card Security Code that is printed on the back of your credit card to be included – see www.det.wa.edu.au/screening)

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CREDIT CARD PAYMENT:

Applicant name: ____________________________

Card type:  
Visa ☐  MasterCard ☐

(please tick 1 box)

Card Number:

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Card Security Code*

[ ] [ ] [ ] [ ]

Amount:         Expiry date:

$ _________  _____ / _________

Cardholder name: Cardholder signature:

_________________________________  __________________________________

Please post the completed form to the Department of Education’s Screening Unit at the address below, together with photocopies 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.**

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

Alternatively, if paying by credit card, the Consent to Obtain Personal Information form, the 100 point identification documents and this credit card payment page can be completed, signed, scanned and e-mailed to: screening@education.wa.edu.au

Form issued October 2012
CONSENT TO OBTAIN PERSONAL INFORMATION (cont.)

National Police History Check

Additional information, if required
(e.g. details of criminal convictions; previous residential addresses)

Applicant name: ____________________________

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Signature: ____________________________ Date: ____________________________

Form issued October 2012