



Pre-employment declaration

Out of school hours care / vacation care services

In order to be considered for employment/volunteering in an Out of School Hours Care (OSHC) / Vacation care service both school governing council and third party operated on a department site, must complete all components of this declaration, including additional information, supporting information and documentation where necessary. You will not be considered for employment/volunteering unless you complete the declaration and provide comprehensive and complete information as necessary. The site leader has no obligation to contact you should you submit an incomplete declaration. Any incorrect or misleading statement or information included in your application for employment or this declaration, may lead to your application for employment being declined. In the event that you include incorrect or misleading statements or information in your application for employment or this declaration and you are employed, this will amount to misconduct and will render you liable for disciplinary action including dismissal from employment.

The information provided on this pre-employment declaration will be checked with the relevant authorities and sources. The information will be treated as confidential and dealt with in accordance with the State Records Act 1997, the destruction schedules issued under that Act.

Applying for employment OSHC / Vacation care service ☐ or Volunteering OSHC / Vacation care service ☐ OSHC Site Name

Section 1: EMPLOYEE DETAILS

Person ID (if you do not have an ID number please leave blank.)	<input type="text"/>	Title (Mr, Mrs, Etc)	<input type="text"/>	Date of Birth	<input type="text"/>
Family(legal) Name	<input type="text"/>	Given Name(s)	<input type="text"/>		
Former Name/s (if applicable)	<input type="text"/>	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
Residential Address	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Telephone - Home	<input type="text"/>	Mobile	<input type="text"/>		
Email - Personal	<input type="text"/>				
Postal Address (if different from above)	<input type="text"/>				

Are you of (please tick):

<input type="checkbox"/> Aboriginal Origin	<input type="checkbox"/> Torres Strait Islander Origin	<input type="checkbox"/> Unknown
<input type="checkbox"/> Aboriginal and Torres Strait Islander Origin	<input type="checkbox"/> Not Aboriginal and/or Torres Strait Islander Origin	

Resident Status (please tick):

<input type="checkbox"/> Permanent	<input type="checkbox"/> Non Permanent Residency (Provide copy of Visa)
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Country of Origin Languages other than English spoken

Section 2: QUALIFICATION DETAILS (attach documents)

First Aid Training Certificate	Institution
<input type="text"/>	<input type="text"/>
Qualification	Institution
<input type="text"/>	<input type="text"/>
Qualification	Institution
<input type="text"/>	<input type="text"/>

Section 3: Mandatory Certificates and Training

All Employees and Volunteers

Department of Human Services – Working with children check (WWCC) or Australian Teacher Registration Certificate

Copy Attached ☐ Expiry Date

Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training – Fundamental (employees and volunteers)

Copy Attached ☐ Expiry Date

Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training - Masterclass (employees)

Copy Attached ☐ Expiry Date

Section 4: Place a tick in the appropriate box below to answer the following:

MEDICAL AND/OR DISABILITY:

The following question is designed to assist in ensuring you are fit to perform the duties of the role you have applied for; in ascertaining if any reasonable workplace adjustments are required in order for you to perform the inherent requirements of the role; and to assist the Crown and responsible officers of the Crown in meeting obligations under the Work Health and Safety Act 2012.

This question is also important to assist public sector agencies to implement workplace diversity initiatives.

1. Do you currently have any medical condition or disability (including learning disability) which might prevent or impede you from being able to satisfactorily perform any duties or functions that might be reasonably required of you in the role for which you have applied?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure	<input type="checkbox"/>
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Please Note: If yes or unsure, please provide details (include details of any medications/ assistance/ adjustments that may reasonably be required so that you can perform the inherent requirements of the role):

Please note: you may be required to participate in a medical and/or functional capacity assessment (at your own cost) in order to assist in assessing your suitability to be offered employment in the role and Out of School Hours Care (OSHC) / Vacation care service. If you do not agree to participate, you will not be further considered to receive an offer of employment.

CRIMINAL HISTORY:

Department for Education schools are under significant ethical obligations. In assessing whether it is appropriate to offer you employment in *Out of School Hours Care (OSHC) / Vacation care service*, it is important to consider your suitability to adhere with these ethical obligations, your character, and prior conduct. The following questions are important to help assess your suitability to be offered employment in the *Out of School Hours Care (OSHC) / Vacation care service*.

2. Have you ever been investigated or found guilty of any criminal offence, including any traffic offences not resolved by expiation?
3. Have you ever been the subject of allegations of conduct by you towards a child (Person under 18 years of age) that if proven would have amounted to criminal conduct or would have constituted misconduct in an employment setting?
4. Are you currently facing criminal charges yet to be determined?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please give further information if 'Yes' has been ticked

Please note:

In addition to this declaration, you may be asked to agree to Criminal History or other background history screening or assessment. You will not be further considered for an offer of employment in the *Out of School Hours Care (OSHC) / Vacation care service* if you do not agree to participate in such history or other background screening or assessment.

If you are offered and accept employment in the *Out of School Hours Care (OSHC) / Vacation care service*, it will be a condition of such employment that you agree to periodic history or background screening or assessment.

EMPLOYMENT HISTORY:

The following questions are also designed to assist in assessing your suitability to be employed in the *Out of School Hours Care (OSHC) / Vacation care service* with regard to the significant ethical obligations on *Out of School Hours Care (OSHC) / Vacation care service*.

5. Has your employment been terminated by any organisation, including a South Australian public sector agency, for any reason?
6. Have you been the subject of allegations or an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee?
7. Are you currently, the subject of an investigation or any other process relating to suspected or alleged misconduct or other unsatisfactory performance by you?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please give further information if 'Yes' has been ticked

Your employment or volunteer history for at least the last 5 years is mandatory do not leave any unexplained breaks in the last 5 years include any community experience, volunteer and home duties in which you may have be involved.

Employer / volunteer organisation	From	To	
Details of your role			

Employer / volunteer organisation	From	To	
Details of your role			

Employer / volunteer organisation	From	To	
Details of your role			

Employer / volunteer organisation	From	To	
Details of your role			

Employer / volunteer organisation	From	To	
Details of your role			

Section 5: Indicate with a tick that you have read and understood the following:

VOLUNTARY SEPARATION AND REDEMPTION OF WORKERS COMPENSATION ENTITLEMENTS:

Commencement date of agreement

8. Have you ever received any voluntary early retirement or voluntary separation package from employment in the South Australian public sector, including accepting a 'Change in Direction' or 'Teacher Renewal' incentive payment or ?
9. Have you resigned from employment in the South Australian Public Sector or private employer upon the redemption of workers compensation entitlements?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Yes <input type="checkbox"/>	No <input type="checkbox"/>
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DECLARATION:

I declare that the information in this declaration and in any other documents completed by me and/or any other statement made by me in support of my application for employment in the *Out of School Hours Care (OSHC) / Vacation care service*, and the information provided by me in connection with my application for employment in the *Out of School Hours Care (OSHC) / Vacation care service* including in any interview, is true and correct in every detail.

DISCLOSURE OF CONFIDENTIAL INFORMATION

I acknowledge that if I am employed in the *Out of School Hours Care (OSHC) / Vacation care service* either in the role for which I have been offered or in any other role, I may, during the course of that employment, gain access to confidential information. Detailed provisions regarding disclosure of confidential information are contained in relevant *Out of School Hours Care (OSHC) / Vacation care service* legislation, regulations, determinations, guidelines and industrial instruments. Without detracting from such sources, unless such information is clearly not of a confidential nature, and unless I am expressly advised to the contrary by someone with requisite authority, policy or as required by law all information I gain access to as a *Out of School Hours Care (OSHC) / Vacation care service* is to be treated as confidential. The expression "confidential information" as used in this declaration means all information which must be treated as being of a confidential nature. I understand that I must not disclose or make use of that confidential information, during or after that employment, except in the proper course of my duties and/or with requisite authority and/or otherwise according to law. In particular, I undertake not to use any confidential information gained by virtue of any *Out of School Hours Care (OSHC) / Vacation care service* employment, with the intent of securing a benefit for myself, any person, company or any future employer. In any case where I am in doubt as to whether information gained during employment in the *Out of School Hours Care (OSHC) / Vacation care service* is confidential and/or how such information should be managed, I undertake to seek advice and instruction from a supervisor or manager.

POTENTIAL OR ACTUAL CONFLICT OF INTEREST

I undertake that if I am employed in the *Out of School Hours Care (OSHC) / Vacation care service* either in the role for which I have been offered or in any other role, I will not engage in any external or private activities which will result in a conflict or potential conflict of interest with any of my duties as a *Out of School Hours Care (OSHC) / Vacation care service* employee. I am aware that detailed provisions regarding conflict of interest and disclosure of conflict of interest are contained in relevant *Out of School Hours Care (OSHC) / Vacation care service* legislation, and guidelines. Without detracting from such sources, in any case where there is any possible doubt regarding a potential conflict of interest, I undertake to seek advice and instruction from a supervisor or manager.

EMPLOYMENT BASED ON PROVISION OF TRUE AND CORRECT INFORMATION

I understand that if I am offered employment in the *Out of School Hours Care (OSHC) / Vacation care service* it has been made on the basis that the information that I have provided in connection with my application for employment is true and correct in every detail. I understand that any false statement made in connection with my application for employment in *Out of School Hours Care (OSHC) / Vacation care service* - which will include information withheld or incomplete - may lead to a rejection of my application for employment, or, in the event that I am employed or continue employment in the *Out of School Hours Care (OSHC) / Vacation care service*, will amount to misconduct and render me liable to disciplinary action, including termination of employment.

Yes ☐ No ☐

Contact details (name / contact number) of 3 referees, including your current or most recent line manager:

1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature

Date

OFFICE USE ONLY - Instructions pre employment Declaration – Internal Use Only

Selection panels are required to clear nominated applicants through the Department for Education Human Resource Management (HRM) system proving the following details via the edHR [Pre-employment Compliance Request](#)

Nominated applicant's:

- ☐ full legal name
- ☐ any known previous names
- ☐ date of birth
- ☐ visa verification check (copy to be attached in edHR)

Out of School Hours Care (OSHC) / Vacation care service employee original records are to be sighted and copies retained at site, include:

- ☐ Confirmation applicant clearance and visa check has been received from the edHR [Pre-employment Compliance Request](#)
- ☐ Evidence of Australian residency (birth certificate, passport or Australian Citizenship Certificate) or Visa
- ☐ Department of Human Services (DHS) – Working with children check (WWCC) (must be in full legal name)
- ☐ DHS portal check conducted with register interest and certificate of interrogation generated and retained at OSHC service
- ☐ Responding to Risk of Harm, Abuse and Neglect - Education and Care (RRHAN-EC) - Fundamentals
- ☐ Responding to Risk of Harm, Abuse and Neglect - Education and Care (RRHAN-EC) - Masterclass
- ☐ Medical clearance (if applicable)
- ☐ Qualifications copy
- ☐ Signed contract letter

Site Leader verified all documents held are current and meet mandatory requirements to work or volunteer on a department site.

ID Number

Employee Name

Date

Signature

Position Title

School Name

Selection Panel Chairman - Name