

Declaration of Criminal Charges and Offences



Information for Applicants:

The NSW Department of Justice undertakes a comprehensive criminal record check on all prospective employees. You are advised to disclose ALL known charges, including traffic offences.

Failure to declare **ALL** details or supplying false or misleading information will result in your application being deemed ineligible for consideration. Failure to remember to declare may NOT be accepted as a reason for failing to disclose information. As a candidate it is your responsibility to disclose all requested information.

Please note: All questions **MUST** be answered.

Personal Details:

| | | | |
|--------------------|--|--------------------------------------|--|
| First Name: | | Surname: | |
| Date of birth: | | GEN Number <i>(if applicable)</i> | |
| Full Home Address: | | | |
| | | Postcode: | |
| Contact Phone No. | | | |

Employment:

Have you ever been employed by NSW State Government? Yes No

If yes, please outline the dates/roles/agency:

Have you ever been employed by a similar organisation (e.g. other state/country Justice Departments or Detention Organisations etc.)? Yes No

If yes, please outline the dates/roles:

Application:

Please confirm which role you have applied for:

| | |
|-------------|--|
| Role Title: | |
|-------------|--|

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Offences:

1. Have you ever attracted police attention, been charged with, convicted of, received an infringement (e.g. Criminal Infringement Notice) or cautioned (as an adult or juvenile) in respect of any offence (other than an offence against the traffic laws)?

Please note: If you have been charged with any offence, regardless of the outcome of that charge, you MUST declare this. This includes situations where you believe a criminal record has not been recorded.

Yes

No

If you selected 'yes', please use the space below to provide further details:

1a:

| | | | |
|---|--|------------------|--|
| Offence: | | Date of Offence: | |
| Court: | | Result/Outcome: | |
| Please provide a summary of the incident, focusing on your actions and the reason you were charged/ infringed/ cautioned: | | | |
| | | | |
| | | | |
| | | | |
| | | | |

1b:

| | | | |
|---|--|------------------|--|
| Offence: | | Date of Offence: | |
| Court: | | Result/Outcome: | |
| Please provide a summary of the incident, focusing on your actions and the reason you were charged/ infringed/ cautioned: | | | |
| | | | |
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| | | | |

Please note: If you require additional space, use a blank page and ensure it is signed and dated.

2. Have you ever been charged with, or convicted of, or paid a penalty in respect of the traffic laws in Australia or overseas?

Yes

No

If you selected 'Yes', please use the space below to provide further details:

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3. Are there any Court charges pending against you?

Yes

No

If you selected 'Yes', please use the space below to provide further details:

4. Do you currently have, or have you ever had, an Apprehended Personal Violence Order (APVO) or Apprehended Domestic Violence Order (ADVO) placed against you? *(This includes Provisional, Interim or Final Orders)*

Yes

No

If yes, please provide a summary of the incident which led to the order being put in place below as well as expiration/ revocation date:

5. Were you ever known by another name?

Yes

No

If you selected 'Yes', please use the space below to provide further details:

6. Are you currently declared bankrupt or have you previously been involved in a bankruptcy proceeding within the last 8 years?

Yes

No

If you selected 'Yes', please use the space below to provide further details:

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Declaration:

1. I understand that the information provided in this Declaration will be treated as confidential and disclosed only where necessary for the purpose of managing risks to the department.
2. The information contained in all pages (1-4) of this Declaration is true and accurate to the best of my knowledge.
3. I understand that if I face any charges or am required to attend court at any time during the recruitment process, I am required to immediately complete a new Declaration of Criminal Charges and Offences form and submit it to Recruitment via recruitment@justice.nsw.gov.au.
4. I am aware that pursuant to section 69(4) of the Government Sector Employment Act 2013, action may be taken against me if I provide false and/or misleading information or if I fail to disclose relevant information.

Print Name: _____

Date: _____

Signature: _____