



# Pre-Employment Declaration

## RECRUITMENT DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT IN THE SOUTH AUSTRALIAN PUBLIC SECTOR

### Instruction to applicants:

To be eligible to receive an offer of employment within the South Australian public sector, you must complete a pre-employment declaration. You may also be required to agree to other pre-employment processes.

The information derived in this declaration and other pre-employment processes is necessary to assess the suitability of applicants to be offered employment in the South Australian public sector, having regard to an applicant's ability to perform the technical aspects of a role and in consideration of the ethical obligations on public sector employees. Some information is necessary to seek to ensure the Crown and responsible officers of the Crown comply with their obligations under the *Work Health and Safety Act 2012*. Some information is necessary in seeking to ensure public sector agencies meet workplace diversity targets.

The information is collected and will be managed in accordance with the *State Records Act 1997* and destruction schedules issued under that Act and the Cabinet Administrative Instruction 1/89 known as the *Information Privacy Principles Instruction* and *Premier and Cabinet Circular No. 12*.

You should be aware that the definition of misconduct in the *Public Sector Act 2009* includes providing a false statement in connection with an application for engagement as a public sector employee.

This Pre-Employment Declaration is issued by the Commissioner for Public Sector Employment in accordance with the minimum requirements outlined in the *Directions of the Premier - Recruitment*.

# DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT IN THE SOUTH AUSTRALIAN PUBLIC SECTOR

You must answer all of the following questions fully and truthfully. Attach pages as necessary.

I...

(name in full)

of:

(physical address(not post office box))

do declare as follows:

I am an applicant for the role of:

(name of role)

in the:

(name of agency)

## 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*.

The question is also important in assisting the public sector agencies to reach workplace diversity initiatives.

1. Do you currently have any disability (including learning disability) or medical condition 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

No

Unsure

If yes or unsure, please provide details (include details of any assistance/ adjustments that may reasonably be required so that you can perform the inherent requirements of the role):

Details:

Please note, you may be required to participate in a medical and/or functional capacity assessment in order to assist in assessing your suitability to be offered employment in the role and South Australian public sector.

If you do not agree to so participate, you will not be further considered to receive an offer of employment

## CRIMINAL HISTORY:

Public sector employees are under significant ethical obligations. In assessing whether it is appropriate to offer you employment in the South Australian public sector, it is important to consider your suitability by reference to those ethical obligations including by having regard to your character and prior conduct. The following questions are important in assisting to assess your suitability to be offered employment in the South Australian public sector.

2. Have you ever been convicted of any criminal offence, including road traffic offences not resolved by  
expiation? Yes No

If yes, please provide details:

### NOTE: SPENT CONVICTIONS

You are not required to divulge information about a spent conviction. A spent conviction is a criminal conviction that lapses either immediately or after a period of time pursuant to the provisions of the *Spent Convictions Act 2009*.

2.1 Are you currently facing criminal charges that are yet to be determined?

Yes No

If yes, please provide details:

2.2 Have you undergone Criminal History Screening and/or other relevant background or history assessments/screening in the last three years?

Yes No

If Yes, please append the results of such screening or assessment/s.

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 South Australian public sector 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 South Australian public sector, it will be a condition of such employment that you agree to periodic history or background screening and assessment.

## EMPLOYMENT HISTORY:

The following questions are also designed to assist in assessing your suitability to be employed in the South Australian public sector with regard to the significant ethical obligations on public sector employees.

3. Has your employment ever been terminated by any organisation, including a South Australian public sector agency, for any reason?

Yes

No

If yes, please provide details:

3.1 Have you been found to have committed misconduct or otherwise performed your duties unsatisfactorily in previous employment?

Yes

No

If yes, please provide details:

3.2 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

No

If yes, please provide details:

## VOLUNTARY SEPARATION OR REDEMPTION OF WORKERS COMPENSATION ENTITLEMENTS:

4. Have you ever received any voluntary early retirement or voluntary separation package from employment in the South Australian public sector?

Yes                      No

If yes, please provide detail including date of resignation and name of relevant agency:

Note: the term “public sector” means any agency or instrumentality of the Crown in right of the State of South Australia and includes any public sector corporation that is in existence or which is established by or under any Act.

4.1 Have you ever received any payment, involving your resignation from employment in the South Australian public sector upon the redemption of workers compensation entitlements?

Yes                      No

If yes, please provide details:

## ELIGIBILITY TO WORK IN AUSTRALIA:

5. Are you currently eligible to work in Australia?

Yes, I am a permanent resident/citizen

Yes, I have a current work permit / Visa - please provide a copy of any current work permit or Visa.

No

## WORKPLACE DIVERSITY:

6. The SA Public Sector is committed to increasing employment opportunities for Aboriginal people at all levels within the SA Public Sector.

Do you identify with being Aboriginal or Torres Strait Islander?

Yes                      No                      Prefer not to disclose

# 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 South Australian public sector, and the information provided by me in connection with my application for employment in the South Australian public sector, including in any interview, is true and correct in every detail.

## DISCLOSURE OF CONFIDENTIAL INFORMATION

I acknowledge that if I am employed in the public sector 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 public sector 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 public sector employee 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 public sector 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 South Australian public sector 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 public sector 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 public sector employee. I am aware that detailed provisions regarding conflict of interest and disclosure of conflict of interest are contained in relevant public sector 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 public sector 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 the South Australian public sector - 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 South Australian public sector, will amount to misconduct and render me liable to disciplinary action, including termination of employment.

Applicant's name, printed:

Applicant's signature:

Date

/ /