

Pre-Employment Disclosure Questionnaire

Diocese of Sale Catholic Education Limited (**DOSCEL**) is committed to child safety. It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions is relevant to DOSCEL, as the prospective employer, in understanding and determining your likely ability to carry out the inherent requirements of the advertised position. Any information provided by you in this form or submitted documentation may be checked by DOSCEL, as the prospective employer, with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the *Privacy Act 1988* (Cth). You must answer each question.

1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?

NO

YES

If Yes, please provide details:

2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?

NO

YES

If Yes, please provide details:

3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

NO

YES

If Yes, please provide details:

4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?

NO

YES

If No, this will be discussed further if you are offered an interview.

Applicant declaration

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check (**NPRC**). I consent to such screening in connection with my application for employment. I consent to DOSCEL, as the prospective employer, making enquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to:

- verify the accuracy of the information in this form
- confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work.

I understand and accept that my appointment to this position requires compliance with the DOSCEL Child Safety and Wellbeing Policy and the DOSCEL Code of Conduct which embed child safety regulations, and any other policies or procedures relating to child safety. I have read and understood these policies.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understood the DOSCEL Statement of Principles regarding Catholic Education.

Given Name: _____ Surname: _____

Signature: _____ Date: _____

