VPS misconduct screening declaration and consent form

CM ref: D19/222038

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| Important information |
| * + 1. Please complete and return this form to [careers@dtf.vic.gov.au](mailto:careers@dtf.vic.gov.au) before your start date.     2. If you cannot answer a question as ‘yes’ or ‘no’ on the declaration form because of a confidentiality or non-disclosure obligation that applies to you, you can simply tick the ‘do not know/cannot answer’ box for that question.     3. By completing, signing and returning this form, you are providing your consent |

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| Use of your personal information |
| * + 1. The Department treats all personal information provided in a declaration in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Public Records Act 1973* (Vic). The personal information you provide in this form may be required for application processing and assessment purposes, including submission to Cabinet. It may be shared with other Victorian Government departments, non-departmental entities and public entities.     2. When you provide us with information about other individuals, we rely on you to make them aware that such information will or may be provided to us as part of the application process.     3. If you do not provide all or part of the requested information this may impact on your application.     4. Where DTF determines that there is any material misconduct, an appointment may not proceed, you may have restrictions placed on your involvement in certain matters, or your appointment/employment may be suspended while further investigation continues. |

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| Personal and role information |  |
| Full name |  |
| Previous name/s (if applicable) |  |
| Position applied for |  |
| Group |  |
| Classification |  |
| Name of hiring manager |  |
| What was your previous employer: |  |
| Commencement date with DTF. |  |

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|  | Yes | No | Do not know/ cannot answer |
| * + 1. Has your employment with any previous employer been terminated as a result of misconduct in your employment or profession? |  |  |  |
| * + 1. Have you been found to have engaged in misconduct in your employment or profession with any employer in the past seven years? |  |  |  |
| * + 1. Are you currently the subject of an investigation relating to your conduct in your employment or profession? |  |  |  |
| * + 1. Have you ever resigned from employment while you were the subject of an investigation relating to your conduct in your employment or profession? |  |  |  |
| You may provide any additional relevant information below. You may also be requested to provide further information in due course. | | | |
| * + 1. I understand that my prospective employer may make various enquiries and checks about me in relation to any previous employment or offence history. |  |  |  |
| * + 1. I consent to the use of information gathered by my prospective employer throughout the recruitment and selection process. If successful in my application for employment I consent to this information being used during my employment for employment-related purposes. |  |  |  |
| * + 1. All information I have provided in and with my present application for employment is complete, true and correct. |  |  |  |
| * + 1. I understand that any false, misleading or incomplete information which I provide throughout the recruitment process may affect my application and/or employment with my prospective employer (including the termination of my employment). |  |  |  |

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| Declaration |  |
| I declare that to the best of my knowledge, the information I have in this declaration is true and correct. | |
| Signature of Declarant |  |
| Date |  |
| Name (please print): |  |

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| Additional relevant information (please include if required) |
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