NSW GOVERNMENT | Education

Declaration for child-related work: Nationally Coordinated Criminal History Check (NCCHC)

This form must be completed by all persons applying for paid employment (child-related positions) with the NSW Department of Education ("the Department") and contractors seeking engagement with the Department's Assisted School Travel Program. This process forms part of the Department's national criminal history check requirement.

Note: Applicants making this Declaration must also complete the *Nationally Coordinated Criminal History Check Application and Informed Consent Form*. Notwithstanding the completion of this Declaration, the Department may at its discretion conduct a national criminal history check on applicants using their completed NCCHC Application and Consent form.

Surname	First Name	Middle Name
WWCC Clearance Number	Date of Birth	❑ Male ❑ Female ❑ Indeterminate/Intersex/Unspecified
Previous Names/Aliases		
Address (Number, Street, Suburb/City, State, Postcode)		Telephone contact

You MUST complete (i.e. ☑) either sections A, B or C of this Declaration form as applicable.

For the purpose of Section A and Section B below, "**teacher's aide**" means and includes all positions that have an in-classroom support role in schools or TAFE (for example, School Learning Support Officers and Educational Paraprofessionals).

❑ **SECTION A** – this section applies if you are seeking employment (i) as a teacher or (ii) as teacher's aide, in schools and TAFE.

I declare that:

1. I have no criminal convictions, including spent convictions, within the meaning of the *Criminal Records Act 1991* and I am not subject to any unresolved charges relating to a criminal matter in Australia or overseas.
2. In making this declaration, I understand that "conviction" is defined in the *Criminal Records Act 1991* and includes a conviction, whether summary or on indictment, for an offence, and includes a finding or order that an offence has been proved, or that a person is guilty of an offence, without proceeding to a conviction.

❑ **SECTION B –** this section applies if you are seeking (i) employment in a child-related position other than as a teacher or teacher's aide; or (ii) engagement as a contractor in the Assisted School Travel Program.

I declare that:

1. I have no criminal convictions in the past ten years and am not subject to any pending court proceedings relating to a criminal matter in Australia or overseas.
2. I have no convictions that cannot become spent within the meaning of the *Criminal Records Act 1991* including but not limited to:
   (i) convictions for which a prison sentence of more than six months has been imposed; and
   (ii) convictions for sexual offences.
3. In making this declaration, I understand that "conviction" is defined in the *Criminal Records Act 1991* and includes a conviction, whether summary or on indictment, for an offence, and includes a finding or order that an offence has been proved, or that a person is guilty of an offence, without proceeding to a conviction.

❑ **SECTION C –** this section must be completed where you are unable to make the relevant declaration in section A or section B.

I am unable to make the relevant declaration in section A or section B.

I have completed the *Nationally Coordinated Criminal History Check Application and Informed Consent Form* and understand that my employment or engagement will be subject to a national criminal history check to determine my suitability for employment or engagement.

I am aware that providing false or misleading information in either sections A, B or C in this document may lead to the following:

- the Department withdrawing any offer of employment or engagement that it has made to me; or
- the Department terminating my employment or engagement, or taking disciplinary action which may include my dismissal; and
- the Department considering any false or misleading information I provide, when considering any future applications by me for employment or engagement.

Signature	Date
	/ /

Dispute Handling

While every care is taken, the accuracy of a police check depends on a number of factors and on occasion a police check is released with incorrect information.

You are entitled to lodge a dispute if you believe that:

- the police information released does not belong to you
- part of the police information released does not belong to you
- the police information belongs to you but is inaccurate
- the police information belongs to you, but should not have been released.

To lodge a dispute, you will be required to complete a *Nationally coordinated criminal history check dispute form.*

For further information on disputes including how to lodge a dispute, or to obtain a copy of the dispute form, please contact the department's Probity Unit at probity@det.nsw.edu.au.