

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

This form must be completed by all persons applying for paid employment in non-child-related positions with the NSW Department of Education ("the Department") 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
Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified	
Previous Names/Aliases		Telephone contact
Address (Number, Street, Suburb/City)		State Postcode
Email address:		

**You MUST complete (i.e. ☒) either sections A or B of this Declaration form as applicable, and then sign the declaration on page 2.**

- ☐ **SECTION A** – this section applies if you are seeking employment in a non-child-related position. 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 must be completed where you are unable to make the relevant declaration in section A.

  1. I am unable to make the relevant declaration in section A.
  2. 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 or B 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  / /
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### 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 [probityunit@det.nsw.edu.au](mailto:probityunit@det.nsw.edu.au).