

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.

Declaration					
Family name:					
Given names:					
Previous names:					
Street address:					
Suburb:		State:		Post code:	
Personal Email:				Telephone:	
Date of birth:		Gender:	☐ Male ☐ Female ☐ Unspecified		
Suburb/Town/City of birth:				State of birth (Aus only)	
Country of birth:					
Country of citizenship:			Departmental ID number (if known)		

Document: Insert name
Parent Doc: Insert name
Parent Doc Number: Insert Doc Number
Date approved: Insert Date, Month, Year
Doc No: Insert Doc Number

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.