

PRE-EMPLOYMENT DECLARATION



RECRUITMENT DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT WITH PORT AUGUSTA CITY COUNCIL

Instruction to applicants:

The Port Augusta City Council (the Council) is committed to creating an organisation that is known for customer responsiveness, community collaboration and quality service. To be eligible to receive an offer of employment with the Council, you must complete a Pre-Employment Declaration.

You may also be required to undertake other pre-employment processes if necessary.

Some of the information you are asked to provide here is to assess your suitability and eligibility for employment with the Council.

Other components are required to ensure that the Council and responsible officers of the Council comply with their obligations to provide safe work under the *Work Health and Safety Act 2012 (SA)*.

The information is collected and will be managed in accordance with the Records Management policy, *State Records Act 1997* and the *Local Government Act 1999 (SA)*.

It is important that you answer all questions honestly and to the best of your knowledge. Making false declarations or failing to disclose important matters that may impact your ability to perform the requirements of the job, may result in the withdrawal of any offer of employment or termination of employment if already employed.

All questions are mandatory except where stated otherwise. Please attach pages as necessary.

Created: 12 July 2022

**DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT
AT THE PORT AUGUSTA CITY COUNCIL**

I... (name in full)

Of: (physical address – not post office box)

Do declare as follows:

I am an applicant for the role of: (name of role)

In the: (name of department)

ENSURING SAFETY

The *Work Health and Safety Act 2012 (SA)* imposes a duty on the Council to ensure, so far as is reasonably practicable, the health, safety and welfare of all of its employees whilst at work. The Council requires you to complete this form so that it can be fully and properly informed about your health and medical history, in an effort to ensure that, you are fit to perform the duties required of you and, in doing so, you are not exposed to injury or risk of injury.

A disability or injury is **not** a barrier to the consideration of an application for employment.

The information provided will be used to assess whether you will be able to safely perform the inherent requirements of the position for which you have applied, or to identify and implement any reasonable adjustments.

A reasonable adjustment is a reasonable measure or action taken by an employer to allow a person with a medical condition or disability to undertake the duties of the role. For example, it could be a modification to the working environment or to the design of the role.

1. Do you currently have any medical condition disability (including a learning disability), illness or injury which might prevent or impede you from being able to satisfactorily perform any duties or functions that would be reasonably required of you in the role for which you have applied? Please refer to information about the requirements of the role provided in the advertisement where applicable.

Yes

No

Unsure

If yes or unsure, please provide details (include details of any assistance/adjustments that may reasonably be required so that you can perform the inherent requirements of the role):

Details:

Please note, you may be required to participate in a pre-employment medical functional capacity test in order to assist in assessing your suitability to be offered employment in the role.

If you do not agree to participate, you will no longer be considered to receive an offer of employment.

CRIMINAL HISTORY

In assessing whether it is appropriate to offer you employment with the Council, it is important to consider your suitability by reference to those ethical obligations including by having regard to your character and prior conduct.

The following questions are important in assisting to assess your suitability to be offered employment at the Council.

2. Have you ever been convicted of any criminal offence, including road traffic offences not resolved by expiation?

Yes

No

If yes, please provide details:

NOTE: Spent Convictions

You are not required to divulge information about a spent conviction. A spent conviction is a criminal conviction that lapses either immediately or after a period of time pursuant to the provisions of the Spent Convictions Act 2009.

3. Are you currently facing criminal charges that are yet to be determined?

Yes

No

If yes, please provide details:

4. Have you undergone Criminal History Screening and/or other relevant background or history assessments/screening in the last three years?

Yes

No

If Yes, please provide details:

Please note: In addition to this declaration, you may be asked to agree to Criminal History or other background history screening or assessment. You will not be further considered for an offer of employment with the Port Augusta City Council if you do not agree to participate in such history or other background screening or assessment.

If you are offered and accept employment with the Council, it will be a condition of such employment that you agree to periodic history or background screening and assessment.

ELIGIBILITY TO WORK IN AUSTRALIA

5. Are you currently eligible to work in Australia?

Yes, I am a permanent resident/citizen

Yes, I have a current work permit/Visa (please provide a copy)

No

Your eligibility requirements will be verified prior to any offer of employment.

EMPLOYMENT HISTORY

The following questions are important in assisting to assess your suitability to be offered employment with the Council.

6. Has your employment ever been terminated by any organisation?

Yes

No

If yes, please provide details:

7. Have you been found to have committed misconduct or otherwise performed your duties unsatisfactorily in previous employment?

Yes

No

If yes, please provide details:

8. Are you currently the subject of an investigation or any other process relating to suspected or alleged misconduct or other unsatisfactory performance by you?

Yes

No

If yes, please provide details:

LICENCES, QUALIFICATIONS AND EDUCATION

9. Do you have licenses/skills in (please tick)

LICENCE	EXPIRY DATE	COPY ATTACHED
<input type="radio"/> C class (car)		
<input type="radio"/> LR class (light rigid)		
<input type="radio"/> MR class (medium rigid)		
<input type="radio"/> HR class (heavy rigid)		
<input type="radio"/> HC class (heavy combination)		
<input type="radio"/> Licence to Perform High Risk Work		
<input type="radio"/> Other		

If other, please provide details:

10. Do you have qualifications in (please tick)

Year 9

Year 10

Year 11

Year 12

TAFE/College

Certificate

Diploma

University degree

Please list:

WORKPLACE DIVERSITY

The Council is committed to reflecting the diverse community it serves while creating an inclusive workplace for all of its people.

The following questions regarding workplace diversity are optional.

11. Do you identify with being Aboriginal or Torres Strait Islander?

Yes

No

Prefer not to disclose

12. Are you a person living with a disability?

Yes

No

Prefer not to disclose

DECLARATION

I declare that the information in this declaration and in any other documents completed by me and/or any other statement made by me in support of my application for employment at the Port Augusta City Council, and the information provided by me in connection with my application for employment at the Port Augusta City Council, including in any interview, is true and correct in every detail.

Disclosure of confidential information

I acknowledge that if I am employed at the Port Augusta City Council in the role for which I have been offered or in any other role, I may, during the course of that employment, gain access to confidential information. Detailed provisions regarding disclosure of confidential information are contained in relevant local government legislation, regulations and industrial instruments. Without detracting from such sources, unless such information is clearly not of a confidential nature, and unless I am expressly advised to the contrary by someone with requisite authority, policy or as required by law all information I gain access to as a local government employee is to be treated as confidential. The expression "confidential information" as used in this declaration means all information which must be treated as being of a confidential nature. I understand that I must not disclose or make use of that confidential information, during or after that employment, except in the proper course of my duties and/or with requisite authority and/or otherwise according to law. In particular, I undertake not to use any confidential information gained by virtue of any public sector employment, with the intent of securing a benefit for myself, any person, company or any future employer. In any case where I am in doubt as to whether information gained during employment at the Port Augusta City Council is confidential and/or how such information should be managed, I undertake to seek advice and instruction from a Manager.

Potential or Actual Conflict of Interest

I undertake that if I am employed in local government either in the role for which I have been offered or in any other role, I will not engage in any external or private activities which will result in a conflict or potential conflict of interest with any of my duties as a local government employee. I am aware that detailed provisions regarding conflict of interest and disclosure of conflict of interest are contained in relevant local government legislation and guidelines. Without detracting from such sources, in any case where there is any possible doubt regarding a potential conflict of interest, I undertake to seek advice and instruction from a supervisor or manager.

Employment based on provision of true and correct information

I understand that if I am offered employment at the Port Augusta City Council it has been made on the basis that the information that I have provided in connection with my application for employment is true and correct in every detail. I understand that any false statement made in connection with my application for employment at the Port Augusta City Council – which will include information withheld or incomplete – may lead to a rejection of my application for employment, or, in the event that I am employed or continue employment at the Port Augusta City Council, will amount to misconduct and refer me liable to disciplinary action, including termination of employment.

Applicant's Name Printed:

Applicant's Signature:

Date: