

Declaration of serious discipline history

Instructions

Under the *Public Service Act 2008* (PSA) an applicant for a role can be required to disclose any previous serious discipline action taken against them while employed in the public service. I have determined it is appropriate to seek this information from you to assist in the assessment of your suitability for the role of:

Role Title:

Classification: _____

You are required to complete this form honestly and accurately, and return it by:

Date & Time:

To (Name): _____

Contact Details:

Failure to provide this information, or the provision of false or misleading information, will mean you may not be considered further for this role or your appointment to this role may be terminated.

In assessing any disciplinary history, we will take into account:

- the nature, seriousness and timeframe of the disciplinary history
- whether it shows a pattern of behaviour
- any impact on the duties and responsibilities of the role you have applied for.

Serious disciplinary action means disciplinary action taken against you, under a public sector disciplinary law, involving:

- termination of your employment
- a reduction in your classification level or rank
- transfer or redeployment to other employment
- a reduction in your remuneration level
- a disciplinary declaration stating that your employment would have been terminated or your classification or rank reduced had your employment not otherwise ended.

Section 179A of the Public Service Act 2008

The existence of serious discipline history does not exclude you from appointment, rather is a factor to be considered in determining your suitability for the role. Discipline history that does not meet the definition of serious discipline action above does not need to be disclosed on this form.

1. Have you previously worked in the public sector?

Note – Public sector relates to employment in a State government agency, Commonwealth government agency, City or Municipal Council, Mater Public Hospitals, public educational institutions and government corporations and includes service as a trainee or apprentice, contractor or locum.

Yes

No (If no, proceed to sign the form and return to the contact person listed above)

2. Have you had serious discipline action taken against you or imposed on you within the last 6 years

Yes No

3. If yes:

- what discipline action was taken against you?
- when was the discipline action taken?
- what agency were you employed with at the time?
- what was the reason for the discipline action?

Please attach additional sheets if necessary.

4. Please provide any other information about this matter that you believe is relevant for the panel to consider in assessing your suitability for the role.

Please attach additional sheets if necessary.

By signing this form, you acknowledge that failure to disclose, or by providing false or misleading information regarding any serious discipline history will mean that you will no longer be considered for this role.

Applicant to complete:

I hereby certify that the information I provided on this form is true and correct:

Applicant Name: _____ Contact number: _____

Signature: _____ Email: _____

Date: _____