

NATIONAL CRIMINAL HISTORY RECORD CHECK GENERAL INFORMATION

GENERAL INFORMATION

This Form is used by [The Personnel Risk Management Group Pty Ltd](#) (“[The PRM Group](#)”) as part of the assessment process to determine whether a person is suitable for employment or other engagement for work with [The Customer](#).

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to employment in other positions with [The Customer](#).

CRIMINAL HISTORY RECORD CHECK

Criminal history record checks are an integral part of the assessment of your suitability.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police services¹ for checking action. By signing the Form you are providing your consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to [The PRM Group](#) for onward transmission to [The Customer](#); and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to [The PRM Group](#) for onward transmission to [The Customer](#).

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction’s information release policy.

It is usual practice for an applicant’s personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

SPENT CONVICTIONS SCHEMES

Victoria Police

For the purposes of employment, voluntary work or occupational licensing/registration, police may restrict the release of a person’s police record according to the police “Information Release Policy”. If you have a police record the “Information Release Policy” may take into account the age of the police record and the purpose for which the information is being released. If ten years have elapsed since you were last found guilty of an offence, police will, in most instances, advise that you have no disclosable court outcomes. However, a record over ten years may be released:

- if it includes a term of imprisonment longer than thirty months;
- if it includes a serious, violent or sexual offence and the records check is for the purpose of working with children, elderly people or disabled people;
- if it is in the interests of crime prevention or public safety.

Findings of guilt without conviction and good behaviour bonds may be released. Recent charges or outstanding matters under investigation that have not yet gone to court may also be released.

¹ Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.

Other Australian Police Services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/ findings of guilt over a certain age. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will not be released unless the records check is for the applicant's personal information only and provided that this is in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the form.

The Personnel Risk Management Group Pty Ltd

(ABN 43 088 539 093), trading as

The PRM Group

704A Mt Alexander Road, Moonee Ponds, Victoria, 3039

Ph: 03 9370 8294 Fax: 03 9370 5261

Web: www.prm.net.au Email: aus@prm.net.au