



Government of South Australia
Department for Correctional Services

CORRECTIONAL OFFICER APPLICATION



CORRECTIONAL OFFICER

APPLICATION

Please read carefully before proceeding

ABOUT THE ROLE

The Department for Correctional Services (the Department) is an important part of the justice sector in South Australia – responsible for prisoners, the offenders in our communities, and the provision of rehabilitation opportunities.

The Department plays an essential role in supporting the South Australian Government vision that our neighbourhoods will be safe and welcoming places where people can live active and healthy lives and feel part of the community.

The Department is responsible for prisoners and offenders while in custody and for ongoing supervision, rehabilitation, and reintegration support into the community.

If you're ready for a fresh new career opportunity to develop a meaningful career as a Correctional Officer and one of which will allow you to have a positive effect on the lives of others

SELF-ASSESSMENT CHECKLIST

Before submitting your application, take our quick self-assessment to confirm your eligibility:

- An Australian or New Zealand Citizen or Australian Permanent Resident
- 18 Years or older at the time of application
- Hold a current South Australian (or equivalent) Driver's Licence
- Able to meet medical, fitness and psychometric requirements
- Able to complete operational training

Please note: The correctional officer position is uniformed, and it is a requirement of the role to work shift work covering a 24-hour period, seven days of the week, including public holidays.

APPLICATION

Application **MUST** include:

- Correctional Officer Application
- Pre-Employment Declaration Form
- An up-to-date resume outlining your qualifications, employment history and **MUST** include three referees with their email address.
- Certified copy of front and back of driver's licence
- Certified copy of Australian birth certificate OR Australian Citizenship OR Passport

RECRUITMENT PROCESS



CONTACT US

Our team are here to help you – contact us on either telephone number (08) 8226 9048 or (08) 8226 9150 or email DCSTCORecruitment@sa.gov.au

| SECTION ONE – APPLICANT DETAILS | | | |
|---|------------|----------|--|
| Given Name (s) * | | | <p>Applicant Photograph *</p> <p>Applicants are required to email a photograph to DCSTCORecruitment@sa.gov.au ensuring that the image adheres to the following requirements:</p> <ul style="list-style-type: none"> ▪ The chosen image must contain the full face, ears, neck, and shoulders in frontal view such that your head and shoulders occupy most of the image. ▪ The image must not include additional people. ▪ Your face should be directed at the camera with a neutral expression. ▪ Avoid distracting backgrounds ▪ The photo must not be older than six months. |
| Surname * | | | |
| DOB * | Age * | Gender * | |
| Mobile * | | | |
| Email * | | | |
| Address * | | | |
| Town * | Postcode * | | |
| State * | Country * | | |
| Have you ever been known by or used any other name * (Maiden Names/ Previous Married Names/ Aliases) | | | |
| If yes, please provide full name(s) details: | | | |

SECTION TWO – MARKET RESEARCH

Where did you hear about this job?

What was the most important factor that attracted you to the role?

| | |
|---|--|
| Opportunities for career progression | Help offenders reintegrate back into society |
| The pay and benefits conditions are good | Job that benefits the community |
| It offers solid job security | It's time for a career change |
| Training and development | Flexible work arrangements |
| Culturally diverse workplace with equal opportunity | Diverse role – no two days are the same |
| The responsibilities are well suited to my skills | It seems challenging |
| I'm interested working in the justice system | Help keep the community safe |

SECTION THREE – JOB LOCATION PREFERENCE

While every effort is made to accommodate the applicant's first preference, the Department reserves the right to place an applicant considering all determining factors, including meeting the operational priorities of each prison.

Please number your preferences – you do not need to number all

Please select your preference order below: *

| | |
|--|--|
| | Metropolitan Prisons <i>(Includes: Yatala Labour Prison, Adelaide Women's Prison, Pre-Release Centre, and Mobilong Prison)</i> |
| | Port Augusta Prison |
| | Port Lincoln Prison |
| | Cadell Training Centre (Riverland) |

SECTION FOUR – ROSTERING PREFERENCES

Hours of duty: The hours of duty for shift workers is 38 hours per week

Shift Work:

Are you prepared to work on a 24 hour/ seven-day roster including public holidays, Shift types include day, afternoon, and night duty.

Full Time

Employees will work 19, 8-hour shifts over a 28-day, 24 hour/7-day rotating roster. The 28-day rotating roster also includes 8 rostered days off, and 1 Programmed Day Off (PDO) in a roster cycle.

Part Time

Employees will be required to work a **minimum** of 8 shifts over a 28-day, 24 hour/7-day rotating roster.

Please indicate your preference for employment (please select below): *

Full Time

Part Time (please complete the below)

For part time applicants - please indicate the approximate number of shifts you would be available to work over a 28-day, 24/7 rotating roster cycle (minimum of 8 shifts, maximum of 18 shifts).

I am available to work * shifts per 28-day rotating roster cycle.

SECTION FIVE - AUSTRALIAN ABORIGINAL AND/OR TORRES STRAIT ISLANDER

Do you identify as Australian Aboriginal and/or Torres Strait Islander? *

If yes, you are identifying as someone who:

1. Is of Australian Aboriginal and/or Torres Strait Islander descent;
2. Identifies as an Australian Aboriginal and/or Torres Strait Islander; and
3. Is accepted as such by the Australian Aboriginal and/or Torres Strait Islander Community in which you have lived.

If yes, I am accepted as such by the following Community/ Traditional Owner group/ nation/ language group *

SECTION SIX - CULTURAL DIVERSITY

Your cultural background is the cultural/ethnic group(s) to which you feel you belong or identify. This background may be the same as your parents, grandparents, or your heritage, or it may be the country you were born in or have spent a great amount of time in, or you feel more closely tied to.

Please identify your cultural background below:

SECTION SEVEN - PREVIOUS APPLICATION

Have you previously applied for a Correctional Officer role with the Department for Correctional Services?

If yes, when?

SECTION EIGHT – WORK RIGHTS

Please note: If you do not have working right in Australia or your Visa status does not fall within one of the detailed categories, you are not eligible for employment in the role of a Correctional Officer with the Department for Correctional Services. You are advised not to continue with your current application but are most welcome to reapply when you have obtained the require work rights.

What work rights do you have? *

Please note: You **MUST** attach a certified copy of the most suitable document to your working rights

If born in Australia:

Attach certified copy of your full Australian Birth Certificate OR Australian Citizenship Certificate OR Australian Permanent Resident Status that was valid at the time of your birth.

If born Overseas:

Attach certified copy of your Australian Citizenship Certificate (or an extract from the register of citizenship by descent or an extract from the register of Australian births abroad or a letter from the Department of Immigration and Citizenship stating that your birth abroad has been registered, AND if your Australian citizenship document does not show sex or place and country of birth you must also present your foreign birth certificate (with an official English translation). *Please note that birth extracts, commemorative certificates, photocopies, and fax copies are not acceptable.*

If a Permanent Resident of Australia:

Attach certified copy of your foreign passport and travel document which includes a valid Australian permanent residency visa or Certificate of Evidence of Resident Status (CERS) from the Department of Immigration and Citizenship. *Please note your permanent residency status may be verified online with the Department of Immigration and Citizenship.*

SECTION NINE – DRIVER'S LICENCE

Please note: You will be required to hold a current and full (P2 or above) Australian or equivalent driver's licence.

Please note: You **MUST** attach a certified copy of the front and back of your current driver's licence

If your application progresses throughout the recruitment process, you will be asked to provide information on any serious infringement noticed you have been issued throughout your entire history (For example, careless or dangerous driving, loss/cancellation or suspension of licence, drink driving, interlock) as well as information on any other traffic infringements (in Australia or overseas) that you have been issued. The department values integrity and takes non-disclosures very seriously.

What level of driver's licence to you currently hold? *

Have you had any traffic infringements? *

If yes, please provide more details below:

Do you have any restrictions on your licence? *

If yes, please provide more details below:

SECTION TEN – EMPLOYMENT DETAILS

Please note: You **MUST** attach an up-to-date resume outlining your qualifications, employment history and three referees. Emails must be provided for referees.

Please provide details below of your current employment status

Are you currently employed? *

Start Date

Current Position Title

Company

What is your notice period? *

SECTION ELEVEN – DEFENCE FORCE

Are you a serving member with any Defence Force?

Have you been a member with any Defence Force?

SECTION TWELVE - TATTOO POLICY

DCS has a policy in relation to Uniforms and Dress Standards that includes tattoos, body art and piercings. *'Please note, no facial tattoos or tattoos visible above the collar line shall be permitted. Religious or cultural tattoos will be considered on a case by case basis.'*

Do you have tattoos, body art or visible piercings?

If yes – provide details (where, what and size)

SECTION THIRTEEN – BANKRUPTCY

Are you currently or have you ever been declared bankrupt whether voluntarily or otherwise? *

If yes, please provide more details below:

SECTION FOURTEEN – CRIMINAL HISTORY & AFFILIATIONS

In addition to the following information, the applicant will be required to satisfactorily complete a General Employment Probity Screening prior to employment.

1. Have you ever been charged with or convicted of an offence in Australia or overseas? *

This includes intervention orders, suspended sentence, imprisonment at an adult correctional facility imprisonment in a youth justice centre, juvenile justice centre or youth training centre *

If yes, please provide more detail below:

| | |
|------------------|-------------------|
| Year * | Location * |
| Offence * | Outcome * |

2. Do you know or associate with anyone of a declared organisation or currently in prison or who has been in prison, a youth custody centre or other correctional facility in Australia or overseas? (This includes remand and juvenile) *

By selecting Yes, you are identifying someone who:

1. Has and/or suspected of having a criminal conviction or reputation; and/ or
2. Is an associate or member of a declared organisation (e.g. Motorcycle Gang)

if yes, please provide more detail below:

| | |
|---------------------|-------------------|
| First Name * | Surname * |
| DOB * | Facility * |

Relationship *

Nature of Offence *

3. Have you ever lived in another Australian State or Territory other than South Australia?

If yes, please advise where and when

SECTION FIFTEEN – MEDICAL INFORMATION

Please tick **YES** or **NO** and provide responses to the below medical questionnaire:

Do you smoke tobacco and/or e-cigarettes?

Yes No

If so, state quantity per week:

Do you consume alcohol?

Yes No

If so, state quantity per week:

Have you in the past or currently using recreational drugs or non-prescribed medications?

Yes No

If yes, please list by name:

Do you take any prescribed medication?

Yes No

If yes, please list by name:

Have you been immunized against Tetanus, Diphtheria, Whooping Cough, Polio, and Hepatitis?

Yes No

If so, state which and year of vaccination:

Have you suffered from, been diagnosed with, or had symptoms of any of the following?

Please note: You must indicate cause of injury, medical diagnosis, date of illness/ injury, date of operation, any symptoms)

Asthma, pneumonia, pleurisy, persistent cough or any other infection of throat or lungs

Yes No

If yes, please explain:

Breathing difficulties or shortness of breath

Yes No

If yes, please explain:

Allergies, Hay fever

Yes No

If yes, please explain:

Skin Disease/ Allergies

Yes No

If yes, please explain:

Convulsions, fainting, concussion

Yes No

If yes, please explain:

Mental health condition including neurasthenia, eating disorder, anxiety, depression, phobia, insomnia, emotional disorder, or psychosis

Yes No

If yes, please explain:

Recurrent indigestion, stomach illness

Yes No

If yes, please explain:

Arthritis, bone or muscular pains, or rheumatic fever

Yes No

If yes, please explain:

Have you ever suffered any sporting injury

Yes No

If yes, please explain:

Disease of the bladder or kidney (Including renal colic stones etc.)

Yes No

If yes, please explain:

Heart disease/ condition, raised blood pressure, chest pain or raised blood cholesterol

Yes No

If yes, please explain:

Deafness, ear discharge, dizziness, or sinus trouble

Yes No

If yes, please explain:

Disease/ condition of lung, bowel, or kidney

Yes No

If yes, please explain:

Diabetes

Yes No

If yes, please explain:

Cancer or tumour of any type

Yes No

If yes, please explain:

Hernia or rupture

Yes No

If yes, please explain:

Operations

Yes No

If yes, please explain:

Please note: If you have any disability or medical condition that might require the provision of non-standard measure to either provide you with a safe system of work, or to enable you to satisfactorily perform your duties, you should tell us. This information is necessary to enable us to provide a safe system of work to you in the event that you are offered employment, and to enable us to provide appropriate assistance. The provision of any such information will not be used to discriminate against you because of the existence of any such disability or medical condition. You **MUST** also complete and sign the attached **Pre-Employment Declaration form**.

Have you had any disability or medical condition (diagnosed or not) that prevented or impeded you from being able to satisfactorily perform any duties that were required of you in a previous position? *

By selecting *Yes*, please provide more detail below:

Do you agree to a medical examination and functional assessment relating to the job tasks of the position if instructed to do so? *

I understand that I will be working closely with prisoners in a secure institutional environment, involving – conducting prisoner strip-searches, prisoner cell searches, transporting and supervising prisoners outside prison, providing counselling to prisoners, and responding to emergencies (e.g., prisoner conflicts, prisoner injury and medical crises).*

SECTION SIXTEEN – POLICY DECLARATION

1. I declare that the information in this declaration, and in any other documents completed by me in support of my application for employment in the Department for Correctional Services and the information provided by me during any assessments and interviews in connection with my application for employment in the Department for Correctional Services, is true and correct in every detail.
2. I also understand that any offer of employment to me in the Department for Correctional Services will be expressly on the basis that the information that I have provided in relation to my application for employment is true and correct in every detail.
3. I also give consent to my previous / current employer(s) and/or any other person of interest to release any personal information about myself to the Department for Correctional Services to enable discussions to be conducted in confidence between the Correctional Services and/or his authorised agent and the person releasing the information relating to the integrity evaluations. I further permit these persons to give information and opinions to the Correctional Services about me in any form or kind including documents for the purpose of evaluating my suitability for appointment. I also accept that these views shall remain confidential unless the person(s) or entities giving and/or affected by such views have expressed consent to enable third party disclosure.
4. I acknowledge that the selection process for the Department for Correctional Services and appointment as an officer involves a range of recruitment testing requirements including psychometric testing, the supply of a forensic/biological sample for the purpose of fingerprint testing, and functional and medical assessments, which includes drug and alcohol testing.
5. I understand that, if my application for employment in the Department for Correctional Services is successful and I am employed either in the position for which I have applied or in any other position, the offering of employment to me in the public sector will be expressly on the basis that the information that I have provided in relation to my application for employment is true and correct in every detail. I understand that any incorrect statement in my application or interview for employment on any matter relevant to my employment in the public sector, including (but not restricted to) my qualifications, experience, ability, physical or mental health or personal integrity, may make me liable to disciplinary action which may include dismissal.
6. To the best of my knowledge all information contained in my application, provided in support of my application, and disclosed in response to the following questions, is true and correct in every respect.
7. I understand that I will not receive any feedback, report, or description of any findings in relation to the recruitment process either in writing or by telephone or in person.

Applicant Name *

Applicant Signature *

Date *

Pre-Employment Declaration

Department for Correctional Services

Recruitment Declaration in Connection with an Application for Employment in the South Australian Public Sector

Instruction to applicants:

To be eligible to receive an offer of employment within the South Australian public sector, 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/eligibility for employment in the South Australian public sector. Other components are required to ensure that the employer can comply with their obligations to provide safe work under the *Work Health and Safety Act 2012*.

The information is collected and will be managed in accordance with the *State Records Act 1997* and destruction schedules issued under that Act and the Cabinet Administrative Instruction 1/89 known as the *Information Privacy Principles Instruction* and *Premier and Cabinet Circular No. 12*.

You should be aware that the definition of misconduct in the *Public Sector Act 2009* includes providing a false statement in connection with an application for engagement as a public sector employee.

This Pre-Employment Declaration is issued by the Commissioner for Public Sector Employment in accordance with the minimum requirements outlined in the *Direction of the Premier - Recruitment*.

You must answer all of the questions in this Pre-Employment Declaration fully and truthfully. All questions are mandatory except where stated otherwise. Please attach pages as necessary.



**Government
of South Australia**

Office of the Commissioner
for Public Sector Employment

publicsector.sa.gov.au

Publication date 14 September 2023

DECLARATION IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT IN THE SOUTH AUSTRALIAN PUBLIC SECTOR

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 agency

MEDICAL AND/OR DISABILITY

The following question is designed to assist in ensuring you are fit to perform the duties of the role you have applied for; in ascertaining if any reasonable workplace adjustments are required in order for you to perform the inherent requirements of the role; and to assist the Crown and responsible officers of the Crown in meeting obligations under the Work Health and Safety Act 2012.

The question is also important in assisting the public sector agencies to reach workplace diversity initiatives.

1. Do you currently have any disability (including learning disability) or medical condition which might prevent or impede you from being able to satisfactorily perform any duties or functions that might be reasonably required of you in the role for which you have applied?

Yes

No

Unsure

A reasonable adjustment is a reasonable measure or action to allow a person with a medical condition or disability to undertake the inherent duties of the role. 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 medical and/or functional capacity assessment in order to assist in assessing your suitability to be offered employment in the role and the South Australian public sector.

If you do not agree to so participate, you will not be further considered to receive an offer of employment.

MEDICAL AND/OR DISABILITY (Cont.):

1.1 Have you ever been injured at work, or as a volunteer which resulted in a Worker's Compensation Claim being submitted?

Yes

No

If yes, please provide details of the date and nature of all injuries.

Details:

1.2 Have you ever received any payment for permanent loss / disability under the South Australian worker's compensation legislation, or in any other State / organisation, including any payment involving your resignation from SA Public Sector employment or any other employment in redemption of a liability under the SA workers compensation legislation, or any other similar legislation?

Yes

No

If yes to the workers compensation question above, please provide details of the date of payment or resignation date and name of agency / authority / state / etc in which the payment or resignation took effect.

Details:

1.3 As part of the selection process, do you agree to undergo a medical examination that relates to the functions of the position?

Yes

No

CRIMINAL HISTORY:

Public sector employees are under significant ethical obligations. In assessing whether it is appropriate to offer you employment in the South Australian public sector, 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 in the South Australian public sector.

2. Have you ever been convicted of any criminal offence, including road traffic offences not resolved by expiation and offences where a conviction was not recorded?

Yes

No

If yes, please provide details. Please attach additional pages if necessary:

Details:

NOTE: SPENT CONVICTIONS

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. You are not required to divulge information about a spent conviction except where you are applying for certain types of roles.

Under the Spent Convictions Act 2009, you **are required** to provide details about spent convictions where you are applying for a role in Correctional Services.

2.1 Are you currently facing criminal charges that are yet to be determined for any offence or any outstanding warrants?

Yes

No

If yes, please provide details:

CRIMINAL HISTORY (Cont.):

2.2 Have you undergone Criminal History and/or Child Related Employment Screening and/or other relevant background or history assessments/screening as in the last three years?

Yes

No

If yes, please append the results of such screening or assessment/s. Please attach additional pages if necessary

2.3 Have you ever been sentenced to a term of imprisonment or Community Service Order/Bond?

Yes

No

If yes, please provide details:

2.4 Have you ever been detained in Police cells or remanded in custody?

Yes

No

If yes, please provide details:

2.5 Do you or any relative or associate of yours have an association with

- A) a person who has a criminal conviction or reputation; or
- B) a person who is suspected of having a criminal conviction or reputation; or
- C) a criminal organisation (e.g. Outlaw motorcycle gang)?

Yes

No

If you have answered 'Yes' to either (a), (b), (c) or all please provide details of the specific association(s), i.e. the nature and extent of any such association including names, ages etc. and the nature of the 'criminality' if known. (Attach additional information if required)

CRIMINAL HISTORY (Cont.):

2.6 Have you ever been the subject of allegations of conduct by you of a violent and/or sexual nature towards or in relation to a child or children (person under 18 years of age) or an adult person (over 18 years of age)?

Yes

No

If yes, please provide details:

2.7 If the position you are applying for is a Designated Position (as outlined under the Special Conditions of the Job and Person Specification), do you agree to undertake additional probity and integrity checks, including a Workplace Drug and Alcohol Test?

Yes

No

Please note: In addition to this declaration, you will be required to satisfactorily complete a Criminal History or other background history screening or assessment. You will not be further considered for an offer of employment in the South Australian public sector if you do not complete such history or other background screening or assessment.

If you are offered and accept employment in the South Australian public sector, it will be a condition of such employment that you agree to periodic history or background screening and assessment.

EMPLOYMENT HISTORY

The following questions are also designed to assist in assessing your suitability to be employed in the South Australian public sector with regard to the significant ethical obligations on public sector employees.

3. Has your employment ever been dismissed or terminated by any organisation, including a South Australian public sector agency, for any reason?

Yes

No

If yes, please provide details:

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

Yes

No

If yes, please provide details:

EMPLOYMENT HISTORY (Cont.):

3.2 Are you currently or have ever been the subject of an investigation or any other process relating to suspected or alleged misconduct or discipline or other unsatisfactory performance by you?

Yes

No

If yes, please provide details:

3.3 Have you ever resigned from any previous employment contracts?

Yes

No

If yes, please provide date, organisation, and details. Please attach additional pages if required.

3.4 Are you currently employed or have you ever been employed, in any capacity, in the South Australian Public Sector?

Yes

No

If yes, please provide details of the positions and the Agencies:

3.5 Have you ever been employed, in any capacity, for any length of time, by the Department for Correctional Services in South Australia?

Yes

No

If yes, please provide details of the positions and approximate dates of employment:

VOLUNTARY SEPARATION OR REDEMPTION OF WORKERS COMPENSATION ENTITLEMENTS:

4. Have you ever received any voluntary early retirement or voluntary separation package from employment in the South Australian public sector?

Yes

No

If yes, please provide details including date of resignation and name of relevant agency

Note: the term “public sector” means any agency or instrumentality of the Crown in right of the State of South Australia and includes any public sector corporation that is in existence or which is established by or under any Act.

4.1 Have you ever received any payment, involving your resignation from employment in the South Australian public sector upon the redemption of workers compensation entitlements?

Yes

No

If yes, please provide details:

ELIGIBILITY TO WORK IN AUSTRALIA:

5. Are you currently eligible to work in Australia?

Yes, I am a permanent resident/Australian citizen.

Yes, I have a current work permit / Visa - please provide a copy of any current work permit or Visa.

No

If you have current work permit/Visa, please provide type of visa issued and the expiry date:

Note: Should you be required to attend an interview for employment, you must produce the original of your visa.

WORKPLACE DIVERSITY

6. The SA Public Sector is committed to reflecting the diverse community it serves while creating an inclusive workplace for all of its people. Diversity is one of the four foundations of public service as outlined in the Code of Ethics for the South Australian Public Sector and is reflected in the South Australian Public Sector Values.

Section 65 of the Public Sector Act 2009 enables an employment opportunity program to be declared to assist persons of a defined class to gain employment, training or experience in the public sector.

Employment opportunity programs exist for Aboriginal and Torres Strait Islander people and people living with a disability.

6.1 Do you identify with being Aboriginal or Torres Strait Islander?

Yes

No

Prefer not to disclose

6.2 Do you identify with being of African heritage?

Yes

No

Prefer not to disclose

6.3 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 in the South Australian public sector, and the information provided by me in connection with my application for employment in the South Australian public sector, including in any interview, is true and correct in every detail.

DISCLOSURE OF CONFIDENTIAL INFORMATION

I acknowledge that, if my application for employment in the Department for Correctional Services is successful and I am employed either in the position for which I have applied or in any other position, I may, during the course of that employment, gain access to confidential information. Detailed provisions regarding storage, disclosure, sharing and otherwise dealing with confidential information are contained in legislation, instruments and instructions binding public sector employees. Without detracting from any such legislation, instruments or instructions, unless such information is clearly not of a confidential nature, and unless I am expressly advised to the contrary by appropriate supervisors, all such information 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 my employment, except in the proper course of my duties, as authorised or as required by 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 in the South Australian public sector is confidential and/or how such information should be managed, I undertake to seek advice and instruction from a supervisor or manager.

POTENTIAL OR ACTUAL CONFLICT OF INTEREST

I undertake that, if my application for employment in the Department for Correctional Services is successful and I am employed either in the position for which I have applied or in any other position, 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 public sector employee. Detailed provisions regarding disclosure of conflict of interest are contained in legislation, instruments and policy binding public sector employees. Without detracting from any such legislation, instruments or instructions, in any case where there is any possible doubt regarding a potential conflict of interest between my personal interests or that of an associate (as that term is defined in the Public Sector (Honesty and Accountability) Act 1995) and my duties and/or role as a public sector employee, I undertake to seek advice and instruction from an appropriate supervisor.

EMPLOYMENT BASED ON PROVISION OF TRUE AND CORRECT INFORMATION

I declare that the information in this declaration, and in any other documents completed by me in support of my application for employment in the Department for Correctional Services and the information provided by me during any assessments and interviews in connection with my application for employment in the Department for Correctional Services, is true and correct in every detail. I also understand that any offer of employment to me in the Department for Correctional Services will be expressly on the basis that the information that I have provided in relation to my application for employment is true and correct in every detail. I understand that any incorrect statement in connection with my application for employment in the Department for Correctional Services may lead to a rejection of my application for employment, or, in the event that I am offered employment in the Department for Correctional Services, make me liable to disciplinary action, which may include termination of employment.

DECLARATION (Cont.):

Furthermore, I hereby authorise the Department for Correctional Services to conduct further checks upon lodging an application for employment and, if any offer of employment is made, during the course of my employment, with any Australian State or Federal Police Department in respect of charges and offences and with any other relevant authorities, for any relevant information including disclosure of further information in relation to any National Criminal History Checks and any associated police history information. In addition, I hereby consent to any relevant authorities and the South Australian Police providing the Department for Correctional Services further information including relating to any National Criminal History Checks, any associated police history information and any charges that may be laid against me upon lodging an application for employment and, if any offer of employment is made, during the course of employment. In particular, the South Australian Police may disclose any personal information arising from such checks and charges to the Department for Correctional Services under any privacy law or principles.

Applicant's name, printed:

Applicant's signature:

Date: