



LIVERPOOL HEALTH SERVICE

Unit of the South Western Sydney Area Health Service

MEDICAL ADMINISTRATION

LIVERPOOL HOSPITAL

*Elizabeth Street
LIVERPOOL*

Telephone: (02) 9828 6327

Facsimile: (02) 9828 6318

Thursday 29th July 2004

Dear Applicant,

Thank you for your interest in applying for a Medical Officer position at Liverpool Hospital for 2005.

Enclosed please find the following forms :

- "Application for Employment" Form
- Prohibited Employment Declaration
- Consent for Criminal Record Check form

To submit your application, please include :

- Your current Curriculum Vitae
- A copy of your current NSW Medical Board Registration
- The completed "Application for Employment" Form
- The completed Prohibited Employment Declaration
- The completed Consent for Criminal Record Check form

All applications should be sent to :

Medical Administration
Liverpool Hospital
Locked Bag 7103
Liverpool BC NSW 1871

Please Note!

One application is required for each separate position applied for. Please ***clearly specify*** which position you are applying for on each application. Due to the large volume of applications received, acknowledgement letters will not be sent.

Applications close 5pm Friday 20th August 2004.

If you would like further information regarding medical staff positions for 2005, please refer to our website, <http://www.swsahs.nsw.gov.au/jmo>

Thank you for your interest in employment at Liverpool Hospital.

LORRAINE FELLOWS
JMO Manager

Mailing Address: PO Box 7103, Liverpool BC NSW 1871



SOUTH WESTERN SYDNEY AREA HEALTH SERVICE

An Equal Employment Opportunity Employer

APPLICATION FOR EMPLOYMENT

Please note: A separate Application Form must be completed for each advertisement.

Title of Position: Advertisement Number:

Health Service Unit:

SECTION 1: Applicant's Details

Title: (Mrs, Ms, Miss, Mr, Dr etc) Gender: Male [] Female []

Surname: Given Names:

Previous Names, Maiden, Additional, Aliases:

Preferred Given Name: Date of Birth:

Town and Country of Birth: Telephone (Home):

Telephone (Work): (Mobile):

Residential Address:

..... Post Code:

Email Address:

Please note: Correspondence relating to your application will be sent to the address shown. A telephone number will assist in contacting you.

Have you been employed before by a NSW Public Hospital or a NSW Statutory Authority?
If yes, please provide details under SECTION 3 on page 3. Yes [] No []

Please give details of any Australian war service:

Circle the service: NAVY/ARMY/AIR FORCE From: To:

Are you an Australian Citizen or Permanent Resident? Yes [] No []

If no, do you hold a current work permit? Yes [] No []

Do you have family/relative(s) working in this Area Health Service? Yes [] No []

If yes, please give name(s) and relationship:.....

.....

SECTION 2: Qualifications and Other Skills

Please attach photocopies (**not originals**) of your school and/or academic results and (if applicable) current professional registration.

Please note: Accredited overseas educational and technical qualifications should be included. Overseas qualifications need to meet the Australian standards before they are recognised. You can arrange assessment of your overseas qualifications through the Department of Employment, Education and Training.

2A: Secondary (High School):

During Years	Certificate Awarded	Subjects Attempted/Results

2B: University and/or College:

Name and Location of University/College	During Years	Qualification Awarded

2C: Other Skills and Qualifications:

You may include other skills and qualifications, membership of professional associations, short courses, shorthand speeds, typing speeds, office machine operation, switchboard skills etc.

2D: Drivers Licence:

Do you have a current driver's licence? Yes [] No [] If yes, which Class:

Licence Valid to: Licence Number:

2E: Languages:

The Area Health Service supports cultural diversity.

Please list languages (other than English) spoken or written fluently:

Would you like to be assessed on your 'non-English' language ability and use these language skills if required for communicating with non-English speaking people? Yes [] No []

SECTION 3: Work History

3A: Employment:

Please list where you have worked. Include overseas as well as Australian work experience. Voluntary work experience may also be included. If the space provided below is insufficient, please attach extra pages to this form.

Period From and To	Name of Employer	Position Held and Description of main Duties

Have you been employed by South Western Sydney Area Health Service before? Yes [] No []
If yes to the above question please give details and include unit name, date and position held:

.....
.....

3B: Other Related Activities:

Give details of any interests (eg. Community, social or sporting activities) that you may wish to list.

.....
.....

3C: References:

Please provide names, address and contact details of three people who may be contacted about your application. If approached, these people will be asked to provide references and information about your past employment/education.

.....
.....
.....

Phone: Phone: Phone:

SECTION 4: Special Needs

If you have any special needs to enable you to attend for an interview please list them below or contact the contact person for the advertised position or the Human Resources/Employee Services Department.

.....
.....

SECTION 5: Mandatory Information

Have you ever submitted a Workers Compensation claim?	Yes [] No []
Do you have a current Workers Compensation claim lodged including any claim denied by an employer?	Yes [] No []
Do you have a disability arising from a Workers Compensation claim?	Yes [] No []
Are you aware of any circumstances regarding your health which may interfere with the satisfactory discharge of the duties of the position for which you are now applying?	Yes [] No []
If yes to any of the above questions please give details:	
.....	
Have you ever been convicted of a criminal offence?	Yes [] No []
Have you ever been convicted of a criminal offence involving violence?	Yes [] No []
Have you ever been convicted of a sexual offence?	Yes [] No []
If yes to any of the above questions, please give detail:	
.....	
Do you agree to the following:	
1. To undergo a medical examination?	Yes [] No []
2. Confidential reports can be obtained from your current employer?	Yes [] No []
3. Confidential reports can be obtained from your previous employer?	Yes [] No []
4. The conduct of a record check with the Police Service?	Yes [] No []

SECTION 6: Applicant's Statement

I understand and agree:

- That the terms and conditions of my employment will be in accordance with the appropriate Industrial Award or Agreement and Bylaws of the South Western Sydney Area Health Service.
- That it is a condition of my employment that I am willing to work at any facilities of the South Western Sydney Area Health Service should this be necessary.
- That the Area Health Service will conduct a police record check prior to appointment and on an annual basis.
- That the existence of convictions relating to sexual activity, acts of indecency, child abuse or child pornography will automatically prohibit my employment in a child-related position and that relevant criminal records, Apprehended Violence Orders and completed relevant disciplinary proceedings which involve child abuse, sexual misconduct or acts of violence in the workplace may influence the decision to offer me child-related employment.
- That any statement on this form which is found to be deliberately misleading will make me, if employed, liable to dismissal.

Signature: Date:

Receipt of your application may not be acknowledged but you will be advised of the results of your application.

For Office Use Only – To be completed by Department Manager and the person who authorised filling the vacancy

.....
Establishment No	Position Title	Award Classification	Commencement Date
[] Full Time	[] Part Time () hours per week	[] Temporary to date:	[] Casual
Criminal record check No:		Cost Centre:	
.....
Department Manager	Date	Authorising Officer	Date

**PROHIBITED EMPLOYMENT DECLARATION
CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998**

The *Child Protection (Prohibited Employment) Act 1998* makes it an offence for a person convicted of a serious sex offence (a Prohibited Person) or a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*, to apply for, undertake or remain in, child-related employment. It does not apply if an order, from the Industrial Relations or the Administrative Decisions Tribunal or the Commission for Children and Young People declares that the Act does not apply to a person in respect of a specific offence.

Section 5 of the *Child Protection (Prohibited Employment) Act 1998* defines a serious sex offence as:

- an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment for 12 months or more, even if the sentence was not served; or
- an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW; or
- an offence under Sections 91D-91G (other than if committed by a child prostitute) and 578B or 578C (2A) of the *Crimes Act 1900* or a similar offence under a law other than a law of NSW; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence prescribed by the regulations.

Note: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Child-related employment means any employment, where at least one of the essential duties of the position involves direct contact with children where that contact is not directly supervised. Section 3 of the *Child Protection (Prohibited Employment) Act 1998* specifies that child-related employment is employment:

- involving the provision of child protection services;
- in pre-schools, kindergartens and child care centres (including residential child care centres);
- in schools or other educational institutions (not including universities);
- in detention centres (within the meaning of the *Children (Detention Centres) Act 1987*);
- in refuges used by children;
- in wards of public or private hospitals in which children are patients;
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership;
- in any religious organisation;
- in any entertainment venues where the clientele is primarily children;
- as a babysitter or childminder that is arranged by a commercial agency;
- involving fostering or other child care;
- involving regular provision of taxi services for the transport of children with a disability;
- involving the private tuition of children;
- involving the direct provision of health services;
- involving the provision of counselling or other support services for children;
- on school buses;
- at overnight camps for children;
- any other prescribed by regulation.

Under this Act:

- it is an offence for a Prohibited Person to **apply for, undertake or remain in** child related employment;
- employers **must** ask existing employees, both **paid** and **unpaid**, and preferred applicants for employment to declare if they are a Prohibited Person or not;
- all child-related employees **must** inform their employers if they are a Prohibited Person or remove themselves from child-related employment. A Prohibited Person is someone who has been convicted of a serious sex offence or, who has had a finding for a charge of a serious sexual offence proven in court, even if a conviction was not recorded;
- penalties are imposed for non compliance.

I am aware that I am ineligible to apply for, undertake or remain in, child related employment if I have been convicted of a serious sex offence as defined in the *Child Protection (Prohibited Employment) Act 1998* or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.

I have read and understood the above information in relation to the *Child Protection (Prohibited Employment) Act 1998*. I am aware that it is an offence to make a false statement on this form.

I declare that I am / am not* a person prohibited by the Act from seeking, undertaking or remaining in child related employment. *(delete whichever is not applicable)

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for employment screening in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Name:

Signature:

Date:

Contact Telephone Number:

Note: Seek legal advice if you are unsure of your status as a Prohibited Person.

THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER

CRIMINAL RECORD CHECK CONSENT FORM

Provide your full name as well as any other names / aliases by which you have been known. Employers are required to sight applicant's original identifying documents as per 100 points ID check.

	Family or Last Name	Given Name 1	Given Name 2	Given Name 3
Primary Name				
Other / Alias 1				
Other / Alias 2				
Other / Alias 3				
Only the primary name will appear on the Screening Validation Authority issued to agency applicants				
Gender	<input type="checkbox"/> Male		<input type="checkbox"/> Female	
Date of Birth	/	/	(dd/mm/yy)	
Place of Birth	City:	State:	Country:	
Address				
Telephone No.		Driver's Licence No.		
Position		Type of Position	<input type="checkbox"/> Paid Employee	<input type="checkbox"/> Volunteer

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for employment in a primary child-related position, several checks will be undertaken to ascertain my suitability, including:

1. a national criminal record check for charges and/or convictions (including spent convictions) for:
 - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
 - any assault, ill treatment or neglect of, or psychological harm to a child;
 - any registrable offence; carrying a minimum penalty of 12 months or more imprisonment.
 I understand that this check includes convictions or charges that:
 - may have not been heard or finalised by a court;
 - are proven but have not led to a conviction; or
 - have been dismissed, withdrawn or discharged by a court.
2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and
3. a check for relevant employment proceedings involving reportable conduct or an act of violence committed by the employee in the course of employment and in the presence of children. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

I am aware that if considered for employment in non-child related position, a NSW Criminal Record Check will be undertaken.

I understand that a conviction for a serious sex offence (including, but not limited to sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) will automatically prohibit my employment in a child-related position. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a "registrable person" under the Child Protection (Registrable Offenders) Act 2000, I am prohibited from employment in a child-related position.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an approved screening agency from sources such as courts, police, prosecutors, and past employers to enable a full and informed assessment. I also consent to any risk assessment, or other relevant information obtained, being provided to my current or prospective employers for employment screening purposes.

I acknowledge that:

- i) any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences;
- ii) the outcome of assessment of information obtained through the Working With Children Check / NSW Criminal Record Check by the approved screening agency may be provided to my current or prospective employers only for background checking processes; and
- iii) the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for employment screening in accordance with Section 36 (1) (f) of the Commission for Children and Young People Act 1998.
- iv) the above information and any information obtained during employment screening may be collected and used by and/or disclosed to the Commission for Children and Young People, the NSW Ombudsman or any Approved Screening Agency for employment screening purposes.

Name (Block letters):

Signature:

Date: / /

NOTE: This form is to be retained by employer.