



**To successfully complete your NCHRC application:**

- Complete the attached consent form
  - Gather photocopies of 100 points of ID ([100 Point List](#))
  - Print and sign the consent form
  - Mail the consent form and 100 points of ID to PRM
- Or
- Submit along with your pre-employment screening application

**The PRM Group cannot facilitate some checks such as:**

- Operational policing,
- Police applicants/recruits,
- Corrections/prison services/parole board,
- Court officials,
- Court processes,
- Firearms/ammunition licensing,
- Judges,
- Magistrates,
- Jurors,
- Justices of the Peace
- And more, please contact PRM for additional information

**There are many different types of Criminal History Checks, please contact PRM for a detailed explanation.**

A Few examples of different Industries that require specific checks:

- Hospitals
- Schools
- Aged Care Facilities
- Government Facilities
- Police Stations
- Financial Services

**The Personnel Risk Management Group Pty Ltd**

(ABN 43 088 539 093), trading as

The **PRM** Group

Suite 4, 200 Buckley Street, Essendon, Victoria, 3040

Ph: 03 9325 4555, Fax: 03 9325 4666

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# NATIONAL CRIMINAL HISTORY RECORD CHECK APPLICATION FORM

STAFF-IN-CONFIDENCE (when completed)

## PERSONAL INFORMATION

<b>NAMES BY WHICH I AM, OR EVER HAVE BEEN, KNOWN (including changes by Deed Poll)</b>	
1. _____ Current Surname	_____ <u>All</u> Given Names
2. _____ Surname	_____ <u>All</u> Given Names (if different to present)
3. _____ Surname	_____ <u>All</u> Given Names (if different to present)
4. _____ Surname	_____ <u>All</u> Given Names (if different to present)
Sex: Male/Female _____	Date of Birth _____ Day                      Month                      Year
Place of Birth: _____ Town	_____ Country
Phone Number: (Bus) _____	(Pr) _____ (Mobile) _____
Passport No: _____	Passport Country: _____
Drivers Licence No: _____	State/Territory: _____

## PERMANENT RESIDENTIAL ADDRESS OVER THE LAST FIVE YEARS

If full details of previous addresses are unavailable details of town(s) and state(s) will suffice. <i>Attach list if insufficient room.</i>	If actual dates are unavailable, Details of year of residence will suffice.
Current (FULL address incl. State and Postcode)	Period of Residence
Previous Adresses	/ / to / /
	/ / to / /
	/ / to / /
	/ / to / /
	/ / to / /

STAFF-IN-CONFIDENCE (when completed)  
**NATIONAL CRIMINAL HISTORY RECORD CHECK  
CONSENT TO OBTAIN PERSONAL INFORMATION  
(NO EXCLUSION)**

(**BLOCK LETTERS** and in **BLACK INK**)

I, \_\_\_\_\_ hereby:  
**Family Name (Current)**                                  **Given Names (Current)**

- 1. acknowledge that I have read the Spent Convictions Schemes section of the Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects “spent convictions” from disclosure;
- 2. understand that the position for which I am being considered is in a category for which NO exclusion has been granted from the application of the Spent Convictions legislation;
- 3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
- 4. consent to **The PRM Group** disclosing personal information about me from this Form to the CrimTrac Agency and the Australian police services;

5. consent to:

- (i) the CrimTrac Agency disclosing personal information about me to the Australian police services;
- (ii) the Australian police services disclosing, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned;
- (iii) the CrimTrac Agency providing the information disclosed by the Australian police services to **The PRM Group** in accordance with the laws of the Commonwealth;

(iv) **The PRM Group** disclosing to (insert customer name), \_\_\_\_\_ hereinafter known as “The Customer” personal information about me to assess my suitability in relation to my employment; and

acknowledge that any information provided by me on this Form, or by the Australian police services, may be taken into account by The Customer in assessing my suitability for the (specify position/ entitlement) \_\_\_\_\_ for which I am applying.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: The information you provide on this Form, and which the CrimTrac Agency provides to the **The PRM Group** on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.

# 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 services<sup>1</sup> 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.

<sup>1</sup> 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.

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