



# GENERAL EMPLOYMENT PROBITY SCREENING

**DO NOT REMOVE THIS PAGE**

**This form is for completion by all paid employees, volunteers and students as required. Your employer may request that a criminal history check be undertaken before you are employed, or at regular intervals as part of your employment contract.**

<p><b>Two Payment Options</b> <input checked="" type="checkbox"/> Tick selected choice  <b>Please DO NOT send payment by post</b>                  The Screening Unit is <b>unable</b> to receive payments via cash or cheque.</p> <hr style="border-top: 1px dashed black;"/> <p><input type="checkbox"/> <b>Option 1</b></p> <div style="display: flex; align-items: center;"> <p>Take the completed form(s) to any Australia Post outlet and attach the receipt to this form.</p> </div>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><b>FOR OFFICE USE ONLY</b></td> <td><b>CCR ID:</b></td> </tr> <tr> <td>Date entered:</td> <td>Entered by:</td> </tr> <tr> <td>Dec: Yes / No</td> <td>Multiple:</td> </tr> </table>	<b>FOR OFFICE USE ONLY</b>	<b>CCR ID:</b>	Date entered:	Entered by:	Dec: Yes / No	Multiple:
<b>FOR OFFICE USE ONLY</b>	<b>CCR ID:</b>						
Date entered:	Entered by:						
Dec: Yes / No	Multiple:						
<p><input checked="" type="checkbox"/> <b>Option 2</b></p> <div style="border: 1px dashed black; padding: 5px; margin: 5px 0;">                 Account Number (if available):                  .....             </div> <p><b>Employer Payment</b></p> <p><i>Please note the employer needs to be an authorised organisation for invoicing purposes.</i>                  Return your completed form to your organisation's Requesting Officer. They will complete this section and forward your form to the Screening Unit.</p> <hr style="border-top: 1px dashed black;"/> <p>Name of Organisation (PRINT)</p> <hr style="border-top: 1px dashed black;"/> <p>Name of requesting Officer (PRINT)</p> <hr style="border-top: 1px dashed black;"/> <p><b>Signature of Requesting Officer</b></p> <p><i>If any of this information is not provided, your form will be returned.</i></p>	<p><b>COSTS (fees are GST inclusive)</b></p> <p><input checked="" type="checkbox"/> Tick selected choice</p> <p><b>\$84.70</b>    <input type="checkbox"/> Current employee                            <input type="checkbox"/> Prospective employee                            <input type="checkbox"/> Contractor</p> <div style="text-align: center;">               *3500 G1         </div> <hr style="border-top: 1px dashed black;"/> <p><b>\$56.10</b>    <input type="checkbox"/> Volunteer                            <input checked="" type="checkbox"/> Tertiary/ Secondary Student</p> <div style="text-align: center;">               *3500 G2         </div> <p><i>Please note: If this section is not completed, the organisation will be charged for an employee check.</i></p>						

**PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING AND LODGING YOUR FORM.**  
*Only forms with original signatures will be accepted.*

**Part A: Your Personal Details**

- Include ALL current names, previous names and aliases, including maiden names and previous married names.
- Ensure that your date of birth is correct and expressed as DD/MM/YYYY.
- Include the city or town of your birth.
- Include all previous residential addresses at which you have lived in the last ten (10) years. If there is not enough space, please provide this information as an attachment.

**A1 Your Personal Details – YOU MUST INCLUDE YOUR FULL NAME**

Title:     Mr     Mrs     Ms     Miss     Dr     Other (specify):

---

Current Last name:	Current First Name:
Current Middle name:	Preferred name(s):

Student/Professional ID/ Employee Number (if applicable):

GENERAL EMPLOYMENT PROBITY SCREENING APPLICATION FORM

**A1 Your Personal Details** (continued)

Gender:  Male  Female  Other

Date of birth: (DD/MM/YYYY) Town/city of birth:

State/Territory of birth: Country of birth:

Do you identify as Aboriginal or Torres Strait Islander?  Yes  No

**A2 Your previous names – YOU MUST INCLUDE ALL PREVIOUS NAMES**

*Include ALL names by which you have been known, e.g. aliases, maiden names, previous married names, deed poll. If there is insufficient space, please list them on a separate piece of paper and attach it to this document.*

Last name: First and Middle name(s):

Last name: First and Middle name(s):

**A3 Your current contact details**

Unit No: Street No: Street Name:  
 Suburb/town: State: Postcode:  
 Period of residence: From: To:  
 Telephone: (H) (W) (M)

Email address:

Do you authorise an Assessment or Assessment Support Officer contacting you via this email address if required?  Yes  No  
 (Note: Email contact may include confidential and sensitive information about you. Consider the privacy of your emails).

Current postal address (if different from above):

Suburb/town: State: Postcode:

**A4 Your previous residential addresses**

*Please record all previous residential addresses you have lived at over the **last ten (10) years** below, including overseas addresses. If there is insufficient space, please list them on a separate piece of paper and attach it to this document. **Failure to provide appropriate address history may delay the processing of your application.***

1. Previous residential address:

Unit No: Street No: Street Name:  
 Suburb/town: State: Postcode:  
 Period of residence: From: To:

2. Previous residential address:

Unit No: Street No: Street Name:  
 Suburb/town: State: Postcode:  
 Period of residence: From: To:

**Part B Declaration and Informed Consent**

- Answer all declaration questions and  tick the selected choice
- If you have answered "yes" to any questions, please provide additional information in a sealed envelope marked "CONFIDENTIAL" and attach to your form.

**B1 Declaration**

1. Have you ever been convicted of an offence committed in a country other than Australia?  Yes  
 No
2. Have you ever been denied an employment screening clearance from another Australian jurisdiction?  Yes  
 No

**B2 Have you answered 'yes' to any of the questions above?**

*If so, you must submit a summary of the circumstances surrounding the situation below. Your summary should include (as applicable) dates, decisions, reasons for the decision, conditions of employment, offence type and date, court details, and the status of proceedings. Attach a separate piece of paper to this form if you require more space. Alternatively, complete your summary separately, place it in a sealed envelope marked CONFIDENTIAL, and submit it with your application.*



**Part C: Verification of Identity**

- To process your application, the Screening Unit needs to be certain of your identity, and must make sure you have undergone a 100-point identification check, which has been verified by an appropriate person
- Please ensure the details and original signature of the verifier **MUST** be on the form.
- Further details on who can verify and how to complete this section are on the website: [www.dcsi.sa.gov.au/services/screening/how-to-apply](http://www.dcsi.sa.gov.au/services/screening/how-to-apply)
- For **ABORIGINAL APPLICANTS** who reside in remote or isolated locations, apart from the standard items listed on page 6, there is an added option of TWO letters of verification provided by community leaders (individuals recognised as leaders of the community to which the applicant belongs). Each verification scores 50 points.
- For **IMMIGRANT OR FOREIGN VISITORS** (arrival within the past six weeks): proof of arrival date and current passport will be accepted.
- For applicants **UNDER 18**: One Category A Document or Statement from an educational institution, signed by the Principal or Deputy Principal, confirming that the child attends the institution (Note: statement **MUST** be on the institution's letterhead).

**C1 Verifying Officer Declaration and Details**

I declare that:

- I have sighted and confirmed the applicant's original or certified true copy personal identity documents and that verification has been achieved using the 100-point check.
- I am satisfied as to the correctness of the applicant's identity.
- I have confirmed that I meet the requirements for a verifying officer as set out on the DCSI website ([http://www.dcsi.sa.gov.au/data/assets/pdf\\_file/0008/17369/EMPLOYMENT-SCREENING.pdf](http://www.dcsi.sa.gov.au/data/assets/pdf_file/0008/17369/EMPLOYMENT-SCREENING.pdf)).

**FULL** Name of applicant as per identification documentation:

Name of verifying officer:

Position:

Organisation:

Telephone: (W)

(M)

Email address:

Signature:

GENERAL EMPLOYMENT PROBITY SCREENING APPLICATION FORM

<b>C2 100 Point Identification Check</b>			
<p>You must provide proof of your identity before your application can be processed. You must show a verifying officer original identity documents that add up to at least 100 points. Note: a proof of name change certificate does not count towards the points total. You <b>MUST</b> use <b>ONE Category A</b> document or <b>ONE Category B</b> document (which contains a photograph). Aboriginal applicants from remote communities or recent migrants to Australia or applicants under 18 may use identity documents detailed on the previous page.</p> <p>Please <input checked="" type="checkbox"/> Tick selected choices</p>			
Category	Type of Document	Value	Points
<p><b>Category A</b></p> <p>70 points</p> <p>Only one document from this category will be accepted.</p>	<input type="checkbox"/> Birth certificate or extract <input type="checkbox"/> Australian citizenship certificate <input type="checkbox"/> Current international travel document (e.g. passport) <input type="checkbox"/> United Nations refugee visa or similar, authorising international travel	<b>70</b>	-----
<p><b>Category B Documents</b></p> <p>Your initial Category B document is worth 40 points. Subsequent documents are worth 25 points.</p>	<input type="checkbox"/> Australian driver's licence or permit <input type="checkbox"/> Department of Veterans' Affairs (DVA) card <input type="checkbox"/> Centrelink pensioner / health care card <input type="checkbox"/> Government employee identification card <input type="checkbox"/> Tertiary student identification card <input type="checkbox"/> Secondary student identification card <input type="checkbox"/> Medical practitioner reference (only if applicant is known to the doctor for at least a year)	<b>40</b> or <b>25</b>	-----
<p><b>Category C Documents</b></p> <p>25 points</p> <p>If you wish to use more than one Category C document, they must be from different organisations.</p>	<input type="checkbox"/> Seniors/ Medicare/ private health card <input type="checkbox"/> Council rates/ property insurance papers <input type="checkbox"/> Proof of age card <input type="checkbox"/> International Driver's Licence <input type="checkbox"/> Bank or credit card <input type="checkbox"/> Utilities bills (Telephone, gas, electricity or water) <input type="checkbox"/> Tax notice/superannuation statements <input type="checkbox"/> Motor vehicle registration/insurance papers <input type="checkbox"/> Rental property lease agreement <input type="checkbox"/> Electoral Roll registration <input type="checkbox"/> Professional or trade association card	<b>25</b>	-----
<p><b>Must equal or be more than 100 Points</b></p> <p><b>DO NOT attach copies of these documents to the application form.</b></p>		<b>TOTAL</b>	-----

**Part D: Employment Information**

This section **MUST** be completed by the Requesting Officer at your Requesting Organisation

Note: A Requesting Organisation is your Employer, University or Volunteer organisation.

If you are a sole trader, you must complete section D4

**D1 Requesting Organisation**

Name of Organisation:

Business Address:

Suburb/town:

State:

Postcode:

**D2 Requesting Officer/Contact Person (This person must be from the Requesting Organisation)**

Tick if Requesting Officer is the same person as the Verifying Officer:

Title:  Mr  Mrs  Ms  Miss  Dr  Other (specify):

Name:

Position:

Telephone: (W)

(M)

Email address:

Alternate contact:

Alternate contact email address:

**D3 Employment/Placement/Volunteer Details**

If the applicant is a prospective employee/student/volunteer, what is their proposed start date? DD/MM/YYYY

**D4 Sole Trader**

Name of Sole Trader:

ABN:

Business Address:

Suburb/town:

State:

Postcode:

Email address:

**ROLE DESCRIPTION** The Applicant/ Requesting Officer/ Sole Trader **MUST COMPLETE** the following section.

**Please describe the applicant's role and responsibilities:**

## GENERAL EMPLOYMENT PROBITY SCREENING APPLICATION FORM

**FINAL CHECKLIST** Applicant use only Please complete the checklist below BEFORE submitting your form.

Incorrect or incomplete forms will be returned unprocessed delaying your application.

**HAVE YOU:**  Tick when completed

- Used the correct screening application form(s) for the role(s) you will be performing
- Correctly recorded your **FULL** name and address at A1
- Correctly recorded your date of birth
- Provided **ALL** previous names at A2
- Correctly recorded your contact details at A3
- Provided **ALL** previous residential addresses at A4
- Answered all declarations questions at B1
- Provided additional information (if required) at B2
- SIGNED** the consent page enabling the Screening Unit to obtain your personal information at B3 – ensure your given and family names are correct and the same as at A1 on page one
- Ensured your Verifying Officer has provided their details at C1
- Ensured the Verifying Officer has **SIGNED** the form at C1
- Ensured your identification points add to 100 points at C2
- Ensured your Requesting Organisation has completed all required information at D1 (unless a Sole Trader)
- If a Sole Trader, included all details and an ABN
- Ensured your Requesting Officer has completed all required information at D2 and D3 (where applicable)
- Ensured the role description has been completed by you or your Requesting Officer.

Is your writing clear and legible? YES/NO

**Please note: If you are submitting more than one form, each form must be completely filled out and signed.**

### Screening Unit Contact Details

Post forms to: DCSI Screening Unit  
GPO Box 292 ADELAIDE SA 5001

Please email the Screening Unit to enable the appropriate area to respond to your enquiry.

Email: [DCSIScreeningUnit@sa.gov.au](mailto:DCSIScreeningUnit@sa.gov.au)

All queries relating to the application should include:

- A clear outline of the enquiry;
- The applicant's full name, including ALL given names;
- The applicant's date of birth expressed DD/MM/YYYY; and
- The applicant's current residential address.

Additional information may be found at the Screening Unit website: [www.dcsi.sa.gov.au/services/screening](http://www.dcsi.sa.gov.au/services/screening)

### Interpreting Assistance

If you are from a culturally or linguistically diverse background and require assistance completing this form, the DCSI Interpreting and Translating Centre may be able to assist you.

For booking beyond 48 hours send an email to [itc@sa.gov.au](mailto:itc@sa.gov.au) or call **1800 280 203**.