

# DECLARATION OF CRIMINAL CONVICTIONS AND CHARGES PENDING (Confidential)

DECLARATION FOR THE POSITION OF \_\_\_\_\_  
(To be completed by shortlisted applicants)

It is important for MidCentral District Health Board to identify whether potential staff members have criminal convictions or charges pending that may affect their employment. We understand and respect an applicant's right to privacy and the information on this declaration will only be used for the purpose of determining whether an applicant is suitable for employment to the position applied for.

From time to time, MidCentral District Health Board may wish to undertake a police check. This will be discussed with you and you will be required to complete a separate "Consent to Disclosure of Information" form before a police check takes place.

If you are shortlisted, you will be required to complete this form. Once you have completed either Section A or B of this declaration, please place it in the confidential envelope provided and take with you to your interview. This information will be viewed by Senior Human Resources staff and Risk Management staff only. These staff will determine your suitability for employment. Your information will remain confidential to these staff.

Under the Criminal Records Clean Slate Act, you are not required to disclose any criminal convictions that occurred prior to seven years, provided these are not specified convictions as stipulated in Section 7 of this Act.

**Please note that any criminal convictions you may have will automatically be concealed if you meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.**

## SECTION A

*To be completed by applicants who do not have any criminal convictions or charges pending.*

I, (Full Name) \_\_\_\_\_

declare that I do not have any criminal convictions or charge pending.

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

If misleading or incorrect information is given on this declaration and you are appointed to a position, you may be dismissed from employment for provision of incorrect information.

## SECTION B

*To be completed by applicants who have criminal convictions, outside of Section 7 of the C.R.C.S. Policy.*

I, (Full Name) \_\_\_\_\_

declare that I have the following criminal convictions or charges pending.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If you wish you can add any comments relating to the above charges and your suitability for employment in the position you have applied for within MidCentral District Health Board.)

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