

# DECLARATION OF CRIMINAL CONDUCT AND OTHER INFORMATION (CONFIDENTIAL)

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

The information in this declaration is being collected by MidCentral District Health Board to help determine whether you are suitable for employment in the position specified above.

Please note that the declaration of a minor offence or other matter does not necessarily mean employment will not be offered. However, if you give any incorrect or misleading information or omit any important information during the recruitment process (other than the information you are allowed to omit under the Criminal Records (Clean Slate) Act 2004), then that will be treated as a misrepresentation. This may mean you are disqualified from consideration, or, if you are appointed, we may take disciplinary action which could result in dismissal.

We will only share this information with the people who need to see it for the purposes of your employment (usually the HR team and the appointing manager(s)) or if we are otherwise permitted or required to share the information by law. If you would like a copy of this form (or later realise that you would like to make a correction) please contact an HR team member.

### **What do I need to do?**

Please answer all the questions on the following pages fully and honestly and then sign the final section.

**You need to declare all criminal convictions - both within and outside of New Zealand unless you are allowed to omit those convictions because of the Criminal Records (Clean Slate) Act 2004.**

The Criminal Records (Clean Slate) Act allows you to withhold information about New Zealand convictions if you meet certain criteria. Some of the criteria include:

- You must have had no convictions in the past seven years
- You must never have been sentenced to a custodial sentence
- You must not have been convicted of a "specified offence" (as defined in the Act).

This is a summary only. There are other rules and exceptions in the Act that might apply to you. For further information please refer to the guidance on the Ministry of Justice's website: [www.justice.govt.nz](http://www.justice.govt.nz). You can also review the Act online (available at [www.legislation.govt.nz](http://www.legislation.govt.nz)).

If you are unsure about the application of this Act to you then please seek independent advice.

### **Police Vetting for Children's Workers**

In accordance with the Vulnerable Children Act 2014, MidCentral District Health Board will also require applicants for children's worker positions to undertake a New Zealand Police vet.

Please note that the Vulnerable Children Act 2014 prohibits us from employing or engaging people with certain criminal convictions (as specified in the Act) as 'core' children's workers, unless they apply for and achieve a core worker exemption. If you are applying for a children's worker position you will be given separate information about the police vetting process. Please ask an HR staff member if you have any questions.

### **Police Vetting for applicants who have lived outside of New Zealand**

Those applicants who are offered employment at MidCentral District Health Board and who have lived outside of New Zealand will also be required to provide copies of police certificates from their country/countries of citizenship and from any country in which they have lived for more than 12 months in the last 10 years.

**Please complete both Section A and Section B of this form.**

## SECTION A

### **PLEASE ANSWER THE FOLLOWING:**

Do you have any criminal convictions (other than those you are allowed to conceal under the Criminal Records (Clean Slate) Act)?

- No  
 Yes

If you answered yes to the question above, please provide relevant information in the section below (continue on extra paper if you need).

Offence	Year Committed	Details of sentence (eg fine, imprisonment etc)

Have you ever received diversion under the New Zealand Police diversion scheme?

- No
- Yes

If you answered yes to the question above, please provide relevant information in the section below:

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Are you currently subject to any criminal investigation or charges?

- No
- Yes

If you answered yes to the question above, please provide relevant information in the section below:

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Have you ever been dismissed or resigned during an investigation by a previous employer for anything involving dishonesty, misrepresentation, theft, fraud, patient complaints or breaching policies or rules?

- No
- Yes

If you answered yes to the question above, please provide relevant information in the section below:

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You may, if you wish, add any comments relating to the above information and your suitability for employment in the position you have applied for within MidCentral District Health Board (continue on extra paper if you wish).

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## SECTION B

**DECLARATION:** I, (full name) \_\_\_\_\_

declare the information provided is correct and no relevant information has been omitted.

I understand that this information will be used for the purposes of my employment.

I also understand that if I give any incorrect or misleading information or omit any important information (other than the information I am allowed to omit under the Criminal Records (Clean Slate) Act), then that will be treated as a misrepresentation. This may mean that I am disqualified from consideration, or, if I am appointed, that the DHB may take disciplinary action which could result in my dismissal.

Signed \_\_\_\_\_ Date \_\_\_\_\_