

Criminal History and Consent Form

The criminal history check will be conducted by the Queensland Police Service (and New Zealand criminal history information obtained, if applicable) for the purpose of the below named person who is undertaking paid or unpaid work with the Department of Education, in accordance with the [Suitability for employment \(Directive 01/26\)](#).

All requests for current departmental employees should be lodged via the criminal history check request form on [Services Catalogue Online \(SCO\)](#) (DoE employees only).

Hiring manager instructions:		Applicant instructions:	
To complete this form, hiring manager should: <ul style="list-style-type: none"> Sight and verify 100 points (DoE employees only) of suitable identification for the applicant. Submit your request for criminal history check (DoE employees only) by: <ol style="list-style-type: none"> Attaching a completed copy of this consent form or; Requesting an email be sent to the applicant to complete the consent form. 		To complete this form, applicants should: <ol style="list-style-type: none"> Review the instructions (if you have received via email) requesting completion of the criminal history check consent form. Complete all fillable relevant fields on pages one (1) and two (2) of the consent form. Sign (by verified electronic or by printing and signing) page two (2) of the consent form. Finalise the consent form by following the submission instructions in your request email or return to the hiring manager. 	
Section 1: Applicant details <i>*denotes mandatory field</i>			
*Gender		*Title	
*Date of Birth		*Legal Surname	
*Town of Birth		*Legal First Name	
*State of Birth		*Legal Middle Name/s	
*Country of Birth			
Section 2: Previous names (if applicable). Please attach additional forms if further fields are required.			
Surname	First Name	Middle Name/s	
Section 3: Residential details			
*Current Residential Address		*Suburb	
*State		*Post Code	
*Contact Number		*Email Address	
*Have you ever resided in New Zealand for 12 months or more, provided you were 16 years of age or older at the time? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Section 4: Applicant declaration

I declare that the information above and documents provided with this form are true and correct. I consent to the Department of Education obtaining information from police, courts, prosecuting authorities and other bodies under Chapter 3, Part 5 of the [Public Sector Act 2022](#) and consent to disclosure of this information to relevant parties.

***Signature of person requiring criminal history check** (or parent / guardian if under 16 years of age)

***Date**

Name of parent / guardian (if applicable)

Privacy Notice

The use of information associated with the criminal history checks is covered by the confidentiality provisions of the section 278 of the [Public Sector Act 2022](#), [Information Privacy Act 2009](#) and [Information Privacy Guidelines](#) and by submitting this form the agency is authorised to:

- Seek information from the Queensland Police Service, and other Police Services in Australia for an Australian National Criminal History Check, for any details of any convictions (including any charges, convictions (including finding of guilt or please of guilty, whether or not a conviction was recorded) and certain investigative information, or
- Seek additional information from courts, police and prosecuting authorities.

An applicant can withdraw their consent to screening at any time before a decision is made about a person's suitability. If consent is withdrawn, employment cannot be offered.

Under section 73 of the [Public Sector Act 2022](#) employees are required to give notice of any charge or conviction for an indictable offence. The Act also requires prosecuting authorities to notify the department's chief executive if a public sector employee is charged with a relevant offence. For an employee engaged in child related duties, this notification also includes other relevant police information.

Last updated May 2026