



**Personal Details (required)**

Surname:

Given Names:

Date of Birth:

Birth Country:

Birth State:

Birth Place:

Gender: Male  Female

**PREVIOUS OR ALTERNATIVE NAMES:** In this selection, write all names by which you are or have been formally known.

**Previous or Alternative Names**

Surname:

Given Names:

Type of name: Alias  Maiden  Previous

**Current Address Information (required)**

Street:

Suburb:

Postcode:  State:

Address Type: Residential  Postal

**\*PREVIOUS ADDRESS WITHIN THE LAST FIVE YEARS:** In this section, any previous address at which you have resided within the last five years... (attach list if insufficient room)

**Address Information (required\*)**

Street:

Suburb:

State/Province:

Postcode:

Country:

Address Type: Residential  Postal

Instructions for completing this form  
Please ensure you:   
• Write in ink and use BLOCK letters  
• Complete all the sections of the form that apply to you  
• Do not alter or delete the wording of the form in any way  
• Provide 100 points of identification to be sighted

**Driver's Licence Information**

Licence Number:

State Issued:

**Passport Information**

Passport Number:

Country:

Type: Government  Private  UN Refugee

**Consent To Obtain Personal Information (No Exclusion)**

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

- 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;
- understand that the position/entitlement 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;
- 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;
- consent to mercury Search and Selection disclosing personal information about me from this Form to the CrimTrac Agency and the Australian police services;
- consent to:
  - the CrimTrac Agency disclosing personal information about me to the Australian police services;
  - the Australian police services disclosing to the CrimTrac Agency, 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;
  - the CrimTrac Agency providing the information disclosed by the Australian police services to mercury Search and Selection in accordance with the laws of the Commonwealth; and
  - mercury Search and Selection disclosing to Crown Melbourne Limited 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 Crown Melbourne Limited in assessing my suitability for the <specify position/entitlement> ..... for which I am applying.

**Signed:** \_\_\_\_\_

**Date** / / \_\_\_\_\_

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

**Office use only:**

Check Urgency:  Normal  Urgent

Type of check:  Staff  Volunteer

100 points of ID sighted:  Yes  No Signed.....

## NATIONAL CRIMINAL HISTORYCHECK

### GENERAL INFORMATION

This Form is used by mercury Search and Selection as part of the assessment process to determine whether a person is suitable for employment or other engagement for work within Crown Melbourne Limited.

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 within Crown Melbourne Limited.

### NATIONAL CRIMINAL HISTORYCHECK

A national criminal history check is an integral part of the assessment of your suitability.

Information extracted from the Form will be forwarded to the CrimTrac Agency, 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 mercury Search and Selection for onward transmission to Roads and Crown Melbourne Limited; and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to the mercury Search and Selection for onward transmission to Crown Melbourne Limited.

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.

#### 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.

<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.