

# Prospective mature age student Criminal history check consent form

## Privacy Notice

The Department of Education (DoE) is collecting the information on this form in accordance with s.155B and Chapter 8A of the *Education (General Provisions) Act 2006* (Qld) (EGPA), for the purposes of obtaining your consent to carry out a criminal history check and for assessing your application for enrolment as a mature age student at a mature age state school. The information will only be used and dealt with in accordance with Chapters 8 and 8A and s.426 of the EGPA.

Personal information collected with the form will be disclosed by DoE to the Queensland Police Service in order to carry out a **national criminal history check**. If applicable, the Queensland Police Service will liaise with the police services of other Australian States and Territories in carrying out this check. Personal information collected with this form may also be disclosed to third parties with your consent or as permitted or required under a law. The personal information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please contact your school in the first instance. Note: any criminal history information obtained from the Queensland Police Service as a result of the criminal history check will be dealt with in accordance with ss.175H, 175I and s.426 of the EGPA.

An application for the enrolment of persons over the age of 18 years as a mature age student at a mature age state school must include the applicant's consent for the school principal to obtain the applicant's criminal history and must be accompanied by the criminal history check fee of \$27.15 under s.155B of the *Education (General Provisions) Act 2006* (Qld).

Please note that you are **not** considered a mature age student if:

- you turn 18 years of age while at a Queensland or interstate school and are a continuing student; or
- you were previously enrolled in a state or non-state school in Queensland or interstate (and on the last day of enrolment there you were under 18 years of age) and the period between your last day of attendance at the previous school and your proposed first day of attendance at the school indicated on your enrolment form is not more than 12 months (which may need to be verified with previous school); or
- you hold a current student visa (certified copy of visa is required).

## PART A SCHOOL DETAILS (MUST BE COMPLETED BY THE SCHOOL)

Name of school:	
School contact person:	Position:
Phone:	School's mature age student inbox email address:
Name of principal:	

## PART B APPLICANT DETAILS (MUST BE COMPLETED BY THE APPLICANT)

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Other (please specify):	
Given name:	Middle name/s (indicate if not applicable):
Family name:	

**All former names (e.g. maiden name, aliases, change of name – attach a separate list if space is insufficient):**

Former given name:	Former middle name/s:	Former family name:
Former given name:	Former middle name/s:	Former family name:



**Correspondence will be sent to you at the postal address nominated. Any changes to your details should be provided to the school**

Current residential address:	Suburb:	Postcode:
Postal address (if different to residential address):	Suburb:	Postcode:
Date of Birth:        /        /		
Place of Birth: Town/City:	State:	Country:
Telephone home:	Mobile:	Other:

### **PART C** APPLICANT DECLARATION (MUST BE COMPLETED AND SIGNED BY THE APPLICANT)

- (1) I declare that the details provided by me in this consent form are true and correct.
- (2) I understand that under Chapters 8 and 8A of the *Education (General Provisions) Act 2006* (Qld) (EGPA) part of the enrolment process is that a criminal history check will be undertaken to determine my suitability to attend a mature age state school as a mature age student. This includes giving my consent for the school's principal to obtain my criminal history (in Queensland and elsewhere) from the Commissioner of the Queensland Police Service.
- (3) I understand that the criminal history check process will include a check being made of the records of the Queensland Police Service and other police services in Australia for details, if any, of convictions (including findings of guilt and acceptance of pleas of guilty, whether or not convictions were recorded) and of any charges that may have been laid against me, no matter where or when. If any relevant record is identified, additional information relating to that record may be sought from the Queensland Police Service to enable a complete assessment.
- (4) I understand that, under s.175K of the EGPA, I have an obligation to disclose any change in my criminal history to the principal and that this obligation will continue to apply if I am granted enrolment at the school (Mature age student criminal history change notice form is available online or from the principal).
- (5) I understand that I can withdraw my application for enrolment at any time prior to a decision being made about my enrolment application, by notifying the principal. I also understand that if I withdraw my enrolment application the criminal history check will not proceed.
- (6) I am aware that the criminal history check process may take more than eight weeks to complete.
- (7) **Criminal history check fee:**
  - I have paid \$27.15 to the school; or
  - The school has agreed to pay the \$27.15 fee on my behalf.

(8) **Proof of identity:**

The applicant must provide documentation, which proves his or her true identity. Please provide the principal with one of the following forms of identification (copies of the original document will be made at the school or certified copies will be accepted. Photo identification with date of birth is preferable):

- your current driver's licence
- your current Adult Proof of Age Card (18+ card)
- your current passport including photograph and signature page.



**MUST BE COMPLETED BY THE APPLICANT IN THE PRESENCE OF PRINCIPAL OR DELEGATE:**

Applicant's full name:	
Applicant's signature:	Date:

**TO BE COMPLETED BY PRINCIPAL OR DELEGATE:**

*I have witnessed the applicant's signature and seen proof of identity as specified in Part C. I have attached clear copies of proof of identity to this form.*

Name:	Position:
Signature:	Date:
<b>Approval for criminal history check fee payable by the school:</b>	
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED – payment from applicant has been obtained	

