Cambridge High School

Homestay Application Form 2

Police Vetting

Everybody over the Age of 18 years in your home is required to complete a Police Vetting form. This also includes people over 18 years who may visit your home on a regular basis.

Two Types of Identification need to accompany the Vetting Forms.

One of the two types is required to be a Photo ID eg Passport or Drivers Licence. The other can be a Library Card, Birth Certificate etc.

Scroll down to see the vetting form.

Section 2 Vetting subject to complete - and return to the agency

This form refers to the Policing (Police Vetting) Amendment Bill ("Vetting Bill"), which is expected to amend the Policing Act 2008.

2.1 Information about your consent

- *The purpose of this form is to allow the New Zealand Police Vetting Service to* confirm who you are using Police records, carry out a Police vet, and obtain your consent to share any relevant information with the agency that requested the vet.
- *What you are consenting to.* You are agreeing that the Police Vetting Service can share relevant information they hold about you (if any) with the requesting agency. This information will be used to help the agency decide whether you are suitable for the role they are considering you for or that you are engaged in.
- The information that may be shared is outlined in *section 2.2* of this form. For further details, you should refer to the Vetting Bill or visit the Police vetting website.
- You are also agreeing that the organisation that employs or engages you may provide information about your employment/engagement status to Police Vetting Service. See *section 2.2(2)* of this form.
- *Who collects your consent.* The agency requesting the Police vet will collect your signed consent.
- *Your rights under the Privacy Act 2020 include:* you may request a copy of the Police vet report provided to the agency by contacting the agency. You can withdraw your consent to a Police vet at any time before the vetting process is complete by contacting the agency. The agency may keep the Police vet only for as long as required for vetting purposes.
- *How long the information is valid for.* The information in the Police vet is correct only at the time it is shared. It is up to the agency to decide how often they ask for updated vetting.

2.2 Information about you that may be shared

1. **A Police vet will include the following information, if held by New Zealand Police.** *Please refer to the Police vetting website for more information regarding the Clean Slate Scheme, what may be released, and the vetting process.*

   Either:

   a. A result indicating that no information is held or relevant to the purpose of the vetting request,

   Or, one or both of:

   b. The vetting subject's criminal record (if any), unless the Clean Slate Scheme applies.

   c. A summary of other information that is readily retrievable, relevant to the purpose of the vetting request, and deemed accurate.

      This may include pending charges, charges without conviction, youth court charges, infringement offences, demerit points, arrest warrants, involvement in family violence, overseas convictions, police investigations without charges, interactions with Police, and other information held by Police.

      Information may also be released where it is subject to a suppression order or statutory prohibition, involves offences by individuals under 18, or relates to mental health or substance abuse issues.

2. If you had been vetted as a Children's Worker, and you continue to hold that role, the Police Vetting Service may release any newly obtained relevant information to the requesting agency at any time.

   The Police Vetting Service will take reasonable steps to:

   a. confirm that you are still employed or engaged as a Children's Worker – For this purpose, you consent to the requesting agency providing the Police Vetting Service with confirmation of your employment or engagement status in this role.
   b. notify you before any information is disclosed.

3. Information provided in this consent form may be used to update New Zealand Police records.

2.3 Personal information

* *Mandatory field*

Family/last name * *(that you are most commonly known by)*			
Given/first and middle name(s) *			
Gender *		Date of birth * (dd/mm/yyyy) *(must be 14 years of age or over)*	
Place of birth (Town/City/State)			
Country of birth *			
NZ Driver Licence number			
Name of parent or guardian *(if vetting subject is 14 or 15 years old *)*			

2.4 Other names

Please include all other names you are or have been known by. Including, but not limited to: previous legal names (eg. maiden names, or due to divorce or adoption), aliases used, name changes by deed poll. Include ALL names - first, middle and last.

Family name	First name	Middle names

2.5 Permanent residential address

* *Mandatory field*

Flat/number - and street name *			
Suburb		Postcode	
Town/City *			

Authorisation of vetting subject. By signing this form:

- ✓ I confirm that the information I have provided in this form is about me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information relevant to this application (as described above) to the agency making this request.

Full name:		Date: (dd/mm/yyyy)	
Signature:		Or electronic signature: *	☐

If you are 14 or 15 years of age (as at the date of the application) please provide consent from a parent or guardian.

Parent/Guardian's full name:		Date: (dd/mm/yyyy)	
Parent/Guardian's signature:		Or electronic signature: *	☐

* If applicable, ticking this box constitutes an electronic signature and your consent for its use in this form.

Section 3 Vetting subject to complete - and return to the agency

This form refers to the Policing (Police Vetting) Amendment Bill ("Vetting Bill"), which is expected to amend the Policing Act 2008.

Additional personal information required by Australia's National Police Checking Service (NPCS)

* *Mandatory field*

Last Permanent Australian Residential Address			
Flat/Number/Street: *			
Suburb *		Postcode *	
City/Town/Rural District*		State or Territory *	
Period of residence - start date: *		Period of residence - end date: *	
Australian Driver's Licence No: *(if applicable)*		Issued by:	
Australian Firearms Licence No: *(if applicable)*		Issued by:	

General Information for a Nationally Coordinated Criminal History Check

General Information

Australian Criminal Intelligence Commission (ACIC) is collecting your personal information in this form in order to conduct a Nationally Coordinated Criminal History Check (NCCHC) on you. Authorised Agencies in New Zealand, named in section one, use the personal information collected on this form and the resulting NCCHC as part of the assessment process to determine suitability for the position/entitlement/benefit which you are applying for.

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 or to maintain the records of ACIC, Australian Police Agencies[1], or NZ Police.

You will be required to complete another consent form for any future NCCHC checks.

Nationally Coordinated Criminal History Check (NCCHC)

A NCCHC is an integral part of the assessment of your suitability. Information on this form will be used by ACIC, and Australian Police Agencies for checking action; it will also be used to update records held about you by ACIC, Australian Police Agencies and NZ Police.

Information released may include outstanding charges, warrant information and criminal convictions/findings/pleas 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 information release policy.

Limitations on accuracy and use of Police History Information

While every care has been taken by ACIC to conduct a search of information held by Australian Police Agencies that relate to the applicant, the accuracy and quality of this NCCHC depends on accurate identification of the Applicant (including aliases) according to the information provided in the Request and Consent Form and the comprehensiveness of police records. If the applicant does not complete the information requirements in this form the success and validity of the NCCHC will be compromised.

If for any reason you do not agree with the results of your NCCHC, please notify the Authorised Agency that you submitted the check through in the first instance, so that the NCCHC dispute process can be initiated.

The release of information by Australian Police Agencies is subject to relevant Spent Convictions, non-disclosure legislation or information release policies.

[1] Australian Federal Police, ACT Policing, The New South Wales Police Force, Queensland Police Service, South Australia Police, Victoria Police, Western Australia Police, Northern Territory Police Force, Tasmania Police Service

Spent Conviction Schemes

The aim of Spent Convictions legislation[1] is to prevent discrimination based on certain previous convictions. Spent Convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt. Each Australian Police Agency will apply the relevant Spent Convictions legislation/information release policy prior to disclosure.

The following links may be helpful in sourcing information on Spent Convictions in the Australian States & Territories but may not be relied upon. If further information or clarification is required, please contact the individual Australian Police Agencies directly for further information about their release policies and any legislation that affects them.

Commonwealth www.comlaw.gov.au	South Australia www.legislation.sa.gov.au	Western Australia www.slp.wa.gov.au
New South Wales www.legislation.nsw.gov.au	Victoria Police www.police.vic.gov.au	Northern Territory www.nt.gov.au/dcm/legislation/current.html
Queensland www.legislation.qld.gov.au	Tasmania www.thelaw.tas.gov.au	Australian Capital Territory www.legislation.act.gov.au

Provision of incomplete, false, or misleading information

An Authorised Agency or Applicant must take reasonable steps to ensure that the personal information collected, or disclosed is accurate, complete, and up to date.

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 incomplete, false or misleading information, you may be assessed as unsuitable.

It is a serious offence to provide false or misleading information in Australia.

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[1] Applicable Spent Conviction legislation, as amended from time to time.

Consent to disclosure (for a Nationally Coordinated Criminal History Check)

1. I have read the General Information in section 3 of this form and understand that information will be disclosed in accordance with applicable legislation and information release policies (including spent convictions legislation, however described) in the Commonwealth, States and Territories.
2. I understand that the position/entitlement for which I am being considered may be in a category for which exclusions from Spent Convictions legislation may apply.
3. I 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.
4. I acknowledge that the provision of false or misleading information is a serious offence.
5. I acknowledge that the Authorised Agency named in Section 1 of this form is collecting information in this Form to provide to New Zealand Police to provide to ACIC (an Agency of the Commonwealth of Australia) and the Australian Police Agencies.
6. **I consent to**:
   a. ACIC using and disclosing personal information about me in this form to the Australian Police Agencies.
   b. the Australian Police Agencies disclosing to ACIC, from their records, Police History information that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and in accordance with the relevant jurisdiction's information release policies.
   c. ACIC disclosing the information disclosed by the Australian Police Agencies to New Zealand Police.
   d. New Zealand Police disclosing any criminal history information about me to the Authorised Agency named in Section 1 of this form to assess my suitability in relation to my application.
7. I acknowledge that any information provided by me in this form relates specifically to the purpose identified in Section 2.1 of this form.
8. I acknowledge that any information provided by the Australian Police Agencies or ACIC relates specifically to the purpose identified in Section 2.1 above.
9. I acknowledge that personal information that I provide in this form may be disclosed to the Authorised Agency named in Section 1 of this form (including contractors or related bodies corporate) located in New Zealand or overseas.
10. I acknowledge that it is usual practice for an Applicant's personal information in this form to be disclosed to New Zealand Police and Australian Police Agencies for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

Note: The information provided in this form will be used only for the purpose stated above unless statutory obligations require otherwise.

Applicant's authorisation:

☐ I have read and understood the information above and consent accordingly.

☐ ***Signed in electronic form.***

Or signature: _____ Date: