



Swimsafe instructor recruitment package

2008/2009

Phone **13 13 02**
www.dsr.nsw.gov.au



Checklist

Thank you for your interest in applying for casual employment as a Swimsafe instructor.

You will need to return the following documents in the reply paid envelope.

- Employment application
- Certified proof of identity** (see page 6 for what counts as a certified copy)
- Signed Background Check Consent form
- Signed Prohibited employment declaration
- Signed Health declaration form
- Photocopies of your current AUSTSWIM Teacher of Swimming and Water Safety certificate** and any additional AUSTSWIM qualifications you may have
- Photocopy of your current resuscitation certificate covering this Swimsafe season**

If you have a first aid certificate, your CPR qualifications are only current in the first 12 months. If your certificate is more than 12 months old you will need to update your resuscitation qualifications.

Return to

Swimsafe Project Officer
NSW Sport and Recreation
Reply Paid 532
TAMWORTH NSW 2340.

More information

If you have any queries regarding the instructor recruitment package, please contact your Swimsafe Coordinator or call 13 13 02 and ask to speak to the Swimsafe Project Officer.

Privacy statement

The NSW Department of the Arts, Sport and Recreation of 6B Figtree Drive, Sydney Olympic Park, NSW 2127 will collect and store the information you voluntarily provide to enable processing of Swimsafe instructor employment applications. The information will be provided to instructors of the program and their supervisors, where necessary, and you consent to this disclosure.

If you have been asked for information regarding Aboriginal and Torres Strait Islander descent and cultural background, this information is voluntary and is being compiled for statistical purposes only.

Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

Any information provided by you to the department can be accessed by you during standard office hours and updated by writing to us or by contacting us on 13 13 02.

Employment application 2008/09

All personal information being collected will be dealt with in accordance with the *Privacy and Personal Information Protection Act 1998*.

Applicant details

Mr/Mrs/Ms/Miss	Given name(s)	Surname	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Previous names/alias	Male	Female	Occupation
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Place of birth (city, state, country)	Date of birth		
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Residential address (school term)	Postcode		
<input type="text"/>	<input type="text"/>		
Residential address (school holidays)	Postcode		
<input type="text"/>	<input type="text"/>		
Home phone	Work phone	Mobile	Holiday phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Email (<i>This is our preferred means of communication</i>)		Indigenous background (<i>for statistical purposes only</i>)
<input type="text"/>	<input type="text"/>		
Other cultural background (<i>for statistical purposes only</i>)			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>			

Qualifications

You need to send us photocopies of all your relevant qualifications listed here:

AUSTSWIM or equivalent certificate number	Training agency	Expiry date
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Infant and Preschool Aquatics certificate number		Expiry date
<input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>
Aquatics for People with a Disability certificate number		Expiry date
<input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>
Resuscitation certificate number		Expiry date
<input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>
Other relevant qualifications		Other languages spoken
<input type="text"/>		<input type="text"/>
Experience in swimming instruction in the past two years		
<input type="text"/>		

Referee checks

Please nominate two referees who can comment on your relationship with children and provide details of employment (eg. employer, supervisor, teacher, lecturer, client etc). Employment cannot be offered until structured referee checks have been completed.

(1) Name	Contact numbers (preferably during the day if possible)	
<input type="text"/>	<input type="text"/>	<input type="text"/>
(2) Name	Contact numbers (preferably during the day if possible)	
<input type="text"/>	<input type="text"/>	<input type="text"/>

Swimsafe program

Please circle when you're available to work and specify dates (eg 4-14, all weekends, 21st onwards etc)

October day / after school / school based / evenings / weekends

November day / after school / school based / evenings / weekends

December day / after school / school based / evenings / weekends

January day / after school / school based / evenings / weekends

February day / after school / school based / evenings / weekends

March day / after school / school based / evenings / weekends

Pools available

Please circle which pools you are available to work at and rank them according to your preference – 1 is your first choice. The more flexible you are, the greater likelihood of employment.

Sydney and South Coast

Ashfield	Braidwood	Guildford	Oak Flats
Auburn	Bungendore	Gunning	Pambula
Balmoral	Camden	Hurstville	Parramatta
Batemans Bay	Campbelltown	Huskisson Sea	Petersham
Baulkham Hills	Candelo	Jindabyne	Revesby
Bega	Cobargo	Manly	Richmond
Bemboka	Cooma	Maroubra	Riverstone
Berridale	Crookwell	Milton	Roselands
Bilgola	Dee Why	Mittagong	Shoalhaven Heads
Birrong	Denistone East	Moruya	Wentworthville
Blacktown	Double Bay	Moss Vale	West Pymble
Bomaderry	Eden	Mount Druitt	Wisemans Ferry
Bombala	Greenacre	Narooma	Yass
Botany	Greenwell Point	Narrabeen	
Bowral	Greenwich	Narrellan	

Northern NSW

Alstonville	Dorrigo	Macksville	Scone
Armidale	Dungog	Maclean	South West Rocks
Ashford	East Maitland	Maitland	Stroud
Ballina	Emmaville	Manilla	Tamworth
Barraba	Gladstone	Mayfield	Tea Gardens
Bellingen	Glen Innes	Merriwa	Tenterfield
Bingara	Grafton	Moree	Tocal
Boggabri	Gunnedah	Mullumbimby	Tuncurry
Bonalbo	Inverell	Mungindi	Uralla
Boomi	Kempsey	Murwillumbah	Walcha
Branxton	Kingscliff	Myuna Bay Sport and	Warialda
Bulahdelah	Kootingal	Recreation Centre	Wauchope
Byron Bay	Krumbach	Nambucca Heads	Wee Waa
Casino	Kyogle	Narrabri	Werris Creek
Cessnock	Lake Ainsworth Sport and	Newcastle Ocean	Wingham
Coffs Harbour	Recreation Centre	Nimbin	Woodburn
Coraki	Lambton	Nundle	Woodenbong
Cundletown	Laurieton	Port Macquarie	Woolgoolga
Denman	Lismore	Quirindi	Yamba

Western NSW

Baradine	Coonamble	Lake Cargelligo	Quandialla
Bathurst	Cowra	Lightning Ridge	Tottenham
Binnaway	Cudal	Lithgow	Trangie
Boorowa	Cumnock	Manildra	Trundle
Bourke	Dubbo	Mendooran	Tullamore
Brewarrina	Dunedoo	Menindee	Tullibigeal
Broken Hill North	Eugowra	Molong	Ungarie
Burren Junction	Forbes	Mudgee	Walgett
Cabramurra	Geurie	Narromine	Warren
Canowindra	Gilgandra	Nyngan	Wellington
Cobar	Grenfell	Orange	West Wyalong
Condobolin	Gulgong	Parkes	Yeoval
Coolah	Ivanhoe	Peak Hill	Young
Coonabarabran	Kandos	Portland	

Southern NSW

Adelong	Cootamundra	Henty	Narrandera
Albury	Corowa	Hillston	Oaklands
Albury Lavington	Dareton	Holbrook	Temora
Ardlethan	Darlington Point	Howlong	The Rock
Ariah Park	Deniliquin	Jerilderie	Tocumwal
Balranald	Finley	Jindera	Tumbarumba
Barellan	Ganmain	Jugiong	Tumut
Barmedman	Goolgowi	Junee	Urana
Berrigan	Griffith	Leeton	Wagga Wagga
Borambola	Gundagai	Lockhart	Walla Walla
Coleambally	Harden	Mathoura	Wentworth
Coolamon	Hay	Moulamein	Whitton

Proof of identity

What is appropriate documentation for proof of identity?

Before a background check can be conducted, you must provide documentation to support your identity. This must include original or certified documents adding up to a minimum of 100 points as required by the *Financial Transaction Reports Act 1988*.

You must provide identification from Category A and sufficient items from Category B to equal 100 points. Where your current name differs from the name on your proof of identity document, you must provide a marriage certificate, statutory declaration or deed poll.

Category A (70 points)

One document from this list:

- Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding two years
- Current passport from another country or diplomatic documents.

For a preferred applicant under 18 years, one document from the above list, or the following, is sufficient:

- Identity of the applicant verified by an educational institution, either on a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution.

Category B

40 points

Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):

- Current driver photo licence issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

35 points

Name and address of preferred applicant verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

25 points

Name of preferred applicant verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement

What is a certified copy?

A photocopy of the original witnessed by a qualified witness. The original and photocopy must be presented to the witness who notarises the photocopy with "I certify that this is a true copy of the original which I have sighted"). We must receive the photocopy with the original signature of the witness.

Qualified witnesses:

- Justice of the Peace
- Barrister/Solicitor
- Commissioner for Affidavits
- Notary Public
- Officers at the NSW Registry of Births Deaths and Marriages

Note: Alternatively, the employing officer of the Department may sight the original document, take a copy and sign the copy certifying that it is a true copy.

Further information

Please contact NSW Sport and Recreation's Manager of Employment Screening on (02) 9006 3773.

Background check consent form

All fields must be completed. Please use block letters.

Surname

Given name

Previous names/alias

Male

Female

Date of birth

Place of birth (city, state, country)

Residential address

Suburb/Town

State

Postcode

Identifying document type (eg. passport, birth certificate)

Identifying document number

Position applied for

Contact phone

Contact email

Type of position

Paid employee volunteer

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for employment, several checking processes may be undertaken to ascertain my suitability. A general criminal records check will be undertaken on recommended applicants for all vacant positions.

Child-related employment

In addition to the general criminal records check, recommended applicants to child-related employment vacancies are subject to:

- 1 A national criminal record check for charges and/or convictions (including spent convictions) for:
 - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge)
 - any child-related personal violence offence
 - any assault, ill treatment or neglect of, or psychological harm to a child and
 - any registrable offence punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court
- are proven but have not led to a conviction or
- have been dismissed, withdrawn or discharged by a court.

Background check consent form

- 2 A check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren and
- 3 A check for relevant employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

I understand that a conviction for a serious sex offence (including, but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child-related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a "Registrable Person" under the Child Protection (Registrable Offenders) Act, 2000, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk.

Declaration

I acknowledge that:

- the above information and any information obtained during the Working With Children background check may be collected and used by/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check
- the Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working

With Children background check with each other to support further estimates of risk arising from additional Working With Children background checks

- the outcome of an estimate of risk conducted with information obtained through the Working with Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes
- details of my relevant records will not be released to my current or prospective employers
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1) (f) of the *Commission for Children and Young People Act 1998*.

I consent to information obtained as part of this process being kept on a Departmental database for possible future employment. In addition, I consent to relevant personal details being kept on this database. I acknowledge that authorised personnel of the Department will access this information. This information will be used for employment-related purposes only.

Name (Block letters)

Signature

Date

Note: This form is to be kept by the employer.

Prohibited employment declaration

The Commission for Children and Young People Act 1998 makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a “registrable person” under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment, see the Working With Children Employers Guidelines at www.kids.nsw.gov.au.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- an offence involving sexual activity or acts of indecency committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more or
- an offence involving sexual activity or acts of indecency committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs or

- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

Note: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under the *Commission for Children and Young People Act 1998*:

- it is an offence for a Prohibited Person to apply for, or otherwise attempt to obtain, undertake or remain in child-related employment
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a Prohibited Person or not
- all people in child-related employment must inform their employers if they are a Prohibited Person or remove themselves from child-related employment and
- penalties are imposed for non compliance.

Prohibited employment declaration

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.

I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1) (f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1) (f) of the *Commission for Children and Young People Act 1998*.

All fields must be completed. Please use block letters.

Name

Previous names/aliases

Date of birth

Signature

Date

Contact phone number

Email

Note: Seek legal advice if you are unsure of your status as a Prohibited Person.

Note: This form should be returned to your employer.

Health declaration form

A health assessment statement is required for employment within NSW Sport and Recreation

Name (Block letters)

Position

I understand the inherent job requirements and job demands for the position and these requirements have been explained to me and provided to me in a position description. Based on this information, I have ticked the appropriate statement below:

- I am not aware of any health condition that might interfere with my ability to perform the inherent job requirements and job demands of this position.
- I have a health condition (detailed below) that may require the employer to provide me with services or facilities (adjustments) so that I can successfully carry out the inherent job requirements and job demands of the position.
- I understand that adjustments to the workplace can be made to assist employees with disabilities in carrying out the inherent job requirements and job demands of the position. Any adjustments, I need have been discussed with the organisation prior to completing this health declaration.
- I no longer wish to be considered for this position

Health condition details:

Possible adjustments to enable inherent requirements and demands of position to be carried out:

Declaration

I am aware that any false or misleading statements may threaten my appointment or continued employment.

Signature

Date

Phone **13 13 02**
www.dsr.nsw.gov.au

