

ATTACHMENT 8

6.8 RELEVANT EMPLOYMENT PROCEEDINGS NOTIFICATION



All fields must be completed. Please use block letters.

EMPLOYEE DETAILS

Family name: _____

Given name(s): _____

Previous names/aliases: _____

Date of birth: _____ Gender: (Please tick) Male Female

Place of birth (city, state, country): _____

EMPLOYER DETAILS

Employer name: _____

Employer ID number: _____

Address: _____

Phone: _____ Fax: _____

Contact Email: _____

Name of relevant contact person: _____

Position of relevant contact person: _____

Date of completion of relevant employment proceedings: _____

Is the above individual currently an employee of your organisation? Yes No

CATEGORY OF RELEVANT EMPLOYMENT PROCEEDING

(Please tick the appropriate box)

This is a Category One proceeding This is a Category Two proceeding

I certify that the above mentioned individual has been the subject of employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct and that I have the authority to submit these details to the Commission for Children and Young People for background checking purposes.

I have advised the employee using the *Relevant Employment Proceedings Employee Notification Letter*.

Name: _____ Position: _____

Signature: _____ Date: _____

This information may be used 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*.

NOTE: This form is to be sent to the Commission for Children and Young People and is not to be provided to any other person or organisation.