

# Declaration of Serious Discipline Action

## Form

### Privacy Notice

The Department of Health and Hospital and Health Service/s (referred collectively as 'Queensland Health') is collecting your information in accordance with Section 71 of the *Public Sector Act 2022* (Qld), Section 10 of Public Sector Commission Directive 07/23 Recruitment and Selection, and Section 12 of Public Sector Commission Directive 08/23 – Suitability for employment in order to meet its obligations to ensure integrity of the Queensland public sector and maintain public confidence. Personal information collected by Queensland Health is handled in accordance with the *Information Privacy Act 2009*. The personal information provided by you may be disclosed by the recruitment panel and/or human resources department to other areas within the Queensland public sector health system (including the Department of Health and Hospital and Health Services) and other Queensland Government agencies for the purpose of determining your suitability for employment. Your personal information will not be disclosed to other third parties without consent unless the disclosure is authorised or required by or under law. If your consent is provided, Queensland Health may use the serious disciplinary information, if any, to assess your suitability for appointment to the role which you have applied for, in accordance with Chapter 3, Part 5 of the *Public Sector Act 2022*, in conjunction with Queensland Health's HR Policy B40 and the Public Service Commission Directive No. 08/23 – Suitability for employment. If you give false or misleading information or choose not to disclose your personal information relating to any serious disciplinary action taken against you, if any, your application for employment may be delayed and/or may not be considered further by Queensland Health. For any questions regarding this collection notice, please contact your local recruitment team. For information about how Queensland Health protects your personal information, how to access or correct your own personal information, or how to make a complaint about a breach of the privacy principles and learn how we deal with such a complaint, please refer to the Department of Health's [Privacy Policy](#). Each Hospital and Health Service (HHS) has its own Privacy Policy. You can access HHS Privacy Policies by following the links on the [About Hospital and Health Services](#) page.

**Applicant Name:**

**Position Applied for:**

You are required to complete this form honestly and accurately and return it with your pre-employment check documentation within **seven (7) days**. Failure to provide this information, or the provision of false or misleading information, will mean you may not be considered further for this role. Disciplinary action that does not meet the definition of serious discipline action below does not need to be disclosed on this form.

Under section 71 of the *Public Sector Act 2022* (the Act), an applicant for a role can be required to disclose any previous serious discipline action taken against them. Consideration of serious disciplinary action may include, and is not limited to:

- the nature of any serious disciplinary action taken against you and its relevance to the role for which you have applied;
- the length of time that has elapsed since the serious disciplinary action was taken against you;
- any impact on the duties and responsibilities of the role for which you have applied; and
- any response provided by you.

The existence of a serious disciplinary action does not exclude an applicant from appointment, rather it is a factor to be considered in determining suitability for the role. The hiring manager or delegate may consult with their local Human Resources Team for advice if required. Where information is disclosed from this request that may be adverse to your interests or your employment as a public sector employee, you will be provided with the information and afforded an opportunity to make submissions about the adverse information prior to a decision being made.

Serious disciplinary action as defined in [Section 70](#) of the Act, means:

- disciplinary action taken against you, under a public sector disciplinary law, involving:
  - termination of your employment; or
  - a reduction of your classification level or rank; or
  - transfer or redeployment to other employment; or
  - a reduction in your remuneration level; or
- a disciplinary declaration under a public sector disciplinary law that states that the disciplinary action that would have been taken against you if your employment had not ended would have been termination of your employment or reduction of your classification or rank; or
- action taken by your chief executive to end your employment as a public sector employee, or to consider your employment as a public sector employee as ended, as mentioned in chapter 3, part 11 of the PSA.

Have you had serious disciplinary action taken against you?

Yes

No

**If Yes:**

What serious disciplinary action was taken against you?

When was the serious disciplinary action taken against you?

What were the ground/s for discipline and details of the finding/s that gave rise to the serious disciplinary action being taken against you?

What were the substantiated allegation/s that gave rise to the finding/s and ground/s for discipline?

Please provide details of your position and the public sector entity with whom you were employed at the time the serious disciplinary action was taken against you.

Please provide any other information in relation to this matter that you believe is relevant for the hiring manager or panel chair to consider in assessing your suitability for the role.

Applicant Signature:

Date:

**Internal Use Only**

**Hiring Manager/ Delegate**

Name:

Position:

Signature:

Date:

**Reviewed by HR Services (if applicable)**

Name:

Position:

Signature:

Date: