Declaration of previous serious discipline history template

# Serious discipline history declaration

## Instructions

Under the *Public Service Act 2008* (PSA), an applicant for a role can be required to disclose any previous serious discipline history taken against them. I have determined it is appropriate to seek this information from you to assist in the assessment of your suitability for the role of *{insert role title and classification}*. In assessing any disciplinary history, we will take into account:

* the nature, seriousness and timeframe of the disciplinary history
* whether it shows a pattern of behaviour
* any impact on the duties and responsibilities of the role you have applied for.

The existence of serious discipline history does not exclude you from appointment, rather is a factor to be considered in determining your suitability for the role.

You are required to complete this form honestly and accurately, and return it by *{insert time and date}* to *{insert relevant person and contact details*}. Failure to provide this information, or the provision of false or misleading information, will mean you may not be considered further for this role. Discipline history that does not meet the definition of serious discipline history below does not need to be disclosed on this form.

**Serious disciplinary action** means disciplinary action taken against you, under a public sector disciplinary law, involving:

* termination of your employment
* a reduction in your classification level or rank
* transfer or redeployment to other employment
* a reduction in your remuneration level
* a disciplinary declaration stating that your employment would have been terminated or your classification or rank reduced had your employment not otherwise ended.

*Section 179A of the Public Service Act 2008*

**Have you had serious discipline action taken against you {*option: insert ‘within the last XX years[[1]](#footnote-1)}*?**

Yes  No

**If yes:**

* what discipline action was taken against you?
* when was the discipline action taken?
* what agency were you employed with at the time?
* what was the reason for the discipline action?

**Please provide any other information about this matter that you believe is relevant for the panel to consider in assessing your suitability for the role.**

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**Applicant’s signature:**

**Date:**

1. In determining whether/how many years to specify, the panel should have regard to the circumstances of the particular role, such as the nature of duties and the seniority. [↑](#footnote-ref-1)