# Misconduct Declaration Validation Template

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| DELETE BEFORE SENDING Please ensure all details are completed Please ensure Statutory Declaration and Consent Form is attached to this document A new document is to be sent to each employer Send as an editable document |
| Prospective employer: |
| Name of Current / Past employer (circle appropriate):  |
| Identity of candidate  |
| **Candidate Name** |  | **Employee ID at current/ past employer** |  |
| **Previous name** |  | **Date of birth** |  |
| **Current address** |  | **Previous address** |  |
| **Registration number (if applicable)** |  | **Mobile phone number** |  |
| Past Employment information  |
| **Position title:** | **Name of department/s or Unit/s**  |  |
| **Commencement date** |  |
| **Finish date** |  |
| **Position title:** | **Name of department/s or Unit/s** |  |
| **Commencement date** |  |
| **Finish date** |  |
|  Ensure declarations and consents have been obtained |
| **Was the candidate terminated due to misconduct during employment? Yes / No**Where the answer is yes, please provide further details: |
| **Has the candidate had any substantiated findings of misconduct in the last 10 years? Yes/No**Where the answer is yes, please provide further details. Explain what disciplinary action was undertaken: |
| **Is the candidate the subject of a current, open misconduct investigation? Yes / No****Did the candidate cease employment while the subject of a misconduct investigation? Yes / No**Where the answer is yes, please provide further details, including why the investigation is “open”: |
| Requested by (name) |  | Date |  |
| Requested by (prospective employer) |  | Date |  |