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| Serious disciplinary action declaration |
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## Instructions

Under the *Public Sector Act 2022* (the Act), an applicant for a role can be required to disclose any previous serious disciplinary action 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*}.

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

In assessing any serious disciplinary action, we will take into account a number of factors including, but not limited to:

* the nature of the action and its relevance to the nature of the duties
* any response provided by you
* the amount of time elapsed since the action was taken
* any impact on the duties and responsibilities of the role you have applied for.

**Serious disciplinary action** as defined in [Section 70](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#sec.70) of the Act, means:

1. disciplinary action taken against you, under a public sector disciplinary law, involving:
* termination of your employment; or
* a reduction in your classification level or rank; or
* transfer or redeployment to other employment; or
* a reduction in your remuneration level; or
1. a disciplinary declaration under a public sector disciplinary law stating that your employment would have been terminated or your classification or rank reduced had your employment not otherwise ended; or
2. 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](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#ch.3-pt.11) of the Act.

 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. Disciplinary action that does not meet the definition of serious disciplinary action below does not need to be disclosed on this form.

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

[ ]  Yes [ ]  No

**If yes:**

1. **What serious disciplinary action was taken against you?**
2. **When was the serious disciplinary action taken?** *Include the date and/or timing of the conduct and disciplinary process*
3. **Information about the discipline finding/s.** *Include the grounds for discipline and details of the finding/s that gave rise to the serious disciplinary action being taken*
4. **Details of any substantiated allegation/s.** *Include details of any substantiated allegation/s that gave rise to the finding/s and ground for discipline*

1. **What entity were you employed with at the time?**

1. **Is there any other information in relation to this disciplinary action that you wish to provide to the panel?**

 **Applicant’s signature:

Date:** *{insert date of application}*

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)