

Core Worker Exemption Application

PO Box 1556 | Wellington 6140 | New Zealand

If you currently work, or are seeking work in a core worker role, and have been convicted of a specified offence, and want to apply for a core worker exemption, please complete this form. Please send the completed form and all supporting information to either:

Email: Core_worker_exemption@msd.govt.nz

OR

Post: CWE Senior Advisor, Social Services Accreditation, Ministry of Social Development, PO Box 1556, Wellington, 6140

To help you fill in this form please read the [Core Worker Exemption Application Guide for Individuals](#).

! You need to complete all required sections. We will contact you for more information if sections are incomplete.

! Please complete this form in BLOCK CAPITALS.

Applicant Details

Mr Mrs Ms Other

First and Middle Names

Surname

Male Female Other

Date of Birth

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Place of Birth

Country of Birth

Occupation (if currently employed)

Employer

Educational institute (if currently enrolled)

We understand that the nature of the material you are providing to us is personal and sensitive. We keep your application as private as possible. To assist us with this, please let us know the best way to communicate with you.

Home Phone

Mobile Phone

Email

NZ Driver's Licence Number

Please contact me via:

Home Phone Mobile Phone Email

! We require an email address and/or phone number to keep in contact with you. If we cannot contact you easily, this may add additional delays to your application.

Are you or have you ever been known by any other name? (eg married or maiden name, nickname, alias, or alternative name(s), name changed by deed poll or statutory declaration)

Yes No

If Yes, please provide details below:

Current Address

Flat/House Number Street Name
Suburb
Town/City
Post Code

Three Previous New Zealand Addresses (excluding current address)

Flat/House Number Street Name
Suburb
Town/City
Post Code
Time at Address

Flat/House Number Street Name
Suburb
Town/City
Post Code
Time at Address

Flat/House Number Street Name
Suburb
Town/City
Post Code
Time at Address

If you are unable to provide three previous addresses, please state why below:

If you have lived in Australia for 12 months or longer after the age of 18, please complete the paperwork for an Australian Police Check. This form is available at:

<http://www.afp.gov.au/what-we-do/police-checks/national-police-checks>

Include your completed form with your application.

If you have lived outside of New Zealand for more than 12 months, please list here the countries where you were, and period you lived there – eg Australia, May 2013-July 2015

Statutory Declaration Regarding Convictions

NOTE: this section of your form must be witnessed and signed by a Justice of the Peace, or other person authorised to take a statutory declaration. Find one near to you here:

www.justiceofthepeace.org.nz/Find+a+JP/

! If you cannot recall the details, please contact the Courts to obtain a copy of your sentencing notes. The Guide for Individuals provides information on how to do this.

If you have more than two specified offences, please attach details of these.

I, (First and Last Name):
of

(Place of abode and occupation):

Solemnly declare that: I am aware that I am subject to the Vulnerable Children's Act Workforce Restriction, because I have been convicted of a specified offence(s).

I am applying for a Core Worker Exemption in regard to the specified offence(s):

Description of **specified offence 1**: (e.g. sexual violation under section 218b of the Crimes Act 1961)

Date of conviction:

Sentence Imposed (if any):

Sentence expiry date (if any):

Description of **specified offence 2 (if applicable)**:

Date of conviction:

Sentence Imposed (if any):

Sentence expiry date (if any):

I am currently subject to conditions imposed under the Parole Act 2002, the Criminal Justice Act 1985 or the Sentencing Act 2002:

Yes No (if yes, please write all conditions below)

	<p>My name and contact details, as recorded in Section 1 of this form, are accurate to the best of my knowledge.</p> <p>I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.</p> <p>My signature</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Declared at (place, name, date)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Signature and name of Justice of the Peace (or authorised person to take statutory declarations)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>Proof of Identity</p> <p><i>! More information regarding identification that is acceptable can be found in the guide for individuals</i></p>	<p>You are required to attach a clear photocopy or scan of one form of identification. This must show your signature, and be in excellent condition. This can be any one of the following:</p> <ul style="list-style-type: none"> • New Zealand Driver's License • New Zealand Passport • current Overseas Passport • current New Zealand Firearms License. <p>! If you cannot supply any of the above forms of identification , you are required to complete the <u>Proof of Identity</u> form, and send along with your application.</p>
<p>Consent to Disclosure — New Zealand Police</p>	<p>I authorise the New Zealand Police to provide the Ministry of Social Development with information relating to my specified offence(s) as detailed in Section 2 of this form.</p> <p>! Please fill out the following pages which allows the Core Worker Exemption team to conduct a Police Vet.</p>
<p>Consent to Disclosure — Department of Corrections</p>	<p>I authorise the Department of Corrections to provide the Ministry of Social Development with information, conditions and reports relevant to my application and relating to my specified offence(s) as detailed in Section 2</p> <p>Yes <input type="checkbox"/></p>
<p>Consent to Disclosure — Ministry for Vulnerable Children, Oranga Tamariki</p>	<p>I authorise the Ministry for Vulnerable Children, Oranga Tamariki (formally Child, Youth & Family) to provide the Ministry of Social Development with any information that it holds about me, that may be relevant to the care and/or protection of children.</p> <p>Yes <input type="checkbox"/></p>
<p>Additional Information</p> <p><i>! Supplying as much of this information as possible allows the panel and Decision Maker to have a better perspective of your ability and safety in a core worker role. For more information, see the guide for individuals</i></p>	<p>The Core Worker Exemption panel and Decision Maker consider your application to assess whether you “... do not pose an undue risk to the safety of children if employed or engaged as a core worker.” Vulnerable Children Act 2014, S35[2])</p> <p>With your application, please attach supporting material to assist the panel and Decision Maker to make an informed decision. We strongly recommend, where possible, supplying the following:</p> <ul style="list-style-type: none"> • a cover letter outlining why you wish to be considered for an exemption, the details of your offending (including your circumstances and what happened at the time, or any other mitigating factors), and your rehabilitation since then. • a written reference from your employer. This should indicate that your employer is aware of your offending. Any support structures in place for you should also be explained. • Judge's sentencing notes. These can be requested from the Courts. • evidence of any rehabilitation undertaken. This can include rehabilitative programmes, or a letter from a counsellor or psychologist. • letters from professional bodies or disciplinary tribunals concerning your offending. • personal references from community members, such as friends, neighbours, church members, or sports team members. These should attest to your character, and be from people who have known you during your offending and rehabilitation. • any other supporting information you think is relevant. This can include any other court documents or relevant qualifications.

Name of Approved Agency submitting vetting request:

VCA Core Worker Exemptions

Section 2: Applicant to complete and return to Approved Agency

**Denotes a mandatory field*

Personal Information

Details (note: the name you are most commonly known by is your primary name)

*Family name (Primary):

Given name(s):

*Gender:

(M) (F) (Other)

*Date of birth:
(dd/mm/yyyy)

*Place of birth:

(Town/state/country)

NZ Driver Licence number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names

Permanent Residential Address

*Number/Street:

Suburb:

Post Code:

*City/Town/
Rural District:

Section 3: Applicant to complete and return to Approved Agency

Consent to release information

1. The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
 - Conviction histories and infringement/demerit reports
 - Active charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information regarding family violence where I was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - Information subject to name suppression where that information is necessary to the purpose of the vet
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
 - b. Section 31(3) of the Vulnerable Children Act 2014 applies to this request (safety checks of core children's workers).

Please see the [guide](#) for more information regarding the Clean Slate legislation.

3. The Police Vetting Service may disclose new relevant information to the Approved Agency after the completion of the Police Vet in the following circumstances:
 - The vetting request was submitted as part of a children's worker safety check under the Vulnerable Children Act 2014; and
 - The Police vet was completed within the past three years; and
 - The release of new information is considered justified under the Privacy Act 1993

The Vetting Service will endeavour to notify you prior to the disclosure.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Vetting Service.
6. The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency.

For further information, please see the [Guide to Completing the Consent Form](#).

Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability.

Name: _____ Date: _____

Signature: _____

Privacy Statement

By signing this document, I understand that:

- The information which I include with my application for a Core Worker Exemption, and the information released by the New Zealand Police, Ministry for Vulnerable Children, Oranga Tamariki and Department of Corrections, will be provided to the Ministry of Social Development, including the Core Worker Exemption Senior Advisor, Core Worker Exemption panel and the Decision Maker.
- I have the right to ask for access to my Oranga Tamariki information and to ask them to correct it if it is wrong by calling 0508 FAMILY and asking for Privacy and Official Information Services. My rights to access and correct information are governed by the Privacy Act.
- This information is collected under the authority of the Vulnerable Children Act 2014.
- This information will be held by the Ministry of Social Development.
- The Ministry of Social Development, the Core Worker Exemption panel, and the Decision Maker will use this information, and any other relevant information held or collected by the Ministry of Social Development, to assess my application for an exemption under the Vulnerable Children Act 2014.
- The Ministry of Social Development may also use this information for the purposes of the legislation it administers or to further its statutory obligations including:
 - the care and protection of children under the Children, Young Persons, and Their Families Act 1987
 - statistical and research purposes
 - providing advice to Government
 - to avoid prejudice to the maintenance of the law
 - to provide assurance to employers or potential employers regarding fraud or misstatement
- Any information disclosed by the New Zealand Police, Oranga Tamariki and the Department of Corrections in accordance with this consent is allowable under principle 11(d) of the Privacy Act 1993 as I have authorised that disclosure.
- If I refuse to consent to collection of information from Police, Oranga Tamariki, or Corrections, MSD will not receive any information from those agencies. However, I am aware that the Core Worker Exemption Panel and the Decision Maker generally need that information to be able to make a decision. Refusing consent may therefore mean my application will not succeed.
- If I am working or engaged in a role which is considered to be a core worker role at a specified organisation, as defined by the Vulnerable Children Act 2014, and I apply for but am NOT granted an exemption, my employer will be notified of this outcome.
- If I am granted an exemption, which is revoked at a later time, and I am working or engaged in a role which is considered to be a core worker role, with a specified organisation as defined by the Vulnerable Children Act 2014, my employer will be notified of this outcome.
- The Ministry of Social Development can use or disclose information for purposes relating to my exemption application or status. This may include disclosing information about my application or exemption status to the New Zealand Police and other government departments.

Applicant Signature:

Date:

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Checklist

Completed application form (including signed Police Vetting form)

- Copy of identification
- Cover letter
- Employer reference
- Sentencing notes
- Evidence of rehabilitation
- Letters from Professional Bodies
- Personal references
- Any other supporting information

Send your application to either:

Post: The CWE Advisor

Social Services Accreditation
Ministry of Social Development **OR**
PO Box 1556
Wellington 6140

Email: core_worker_exemption@msd.govt.nz