# 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 |  |