

Supplementary Information Form

Safety is our number one priority for our employees and offenders therefore the information collected here is used to assess any potential risks or conflict of interest in the working environment. In accordance with the Privacy Act 1993, the information you provide will be used only for assessing your suitability as an employee of the Department of Corrections.

For more information regarding our pre-employment requirements please visit careers.corrections.govt.nz/preemployment

Section One: Your Details

First name Family name

Other names you have used

Role you're applying for
include title and job number

Site/Location applying to

Section Two: Criminal Association or Gang Affiliation

Do you currently, or have you had a relationship/association with any person that has a criminal conviction, is currently facing criminal charges or has a gang affiliation?

Yes

No

If No, skip to section three

Their details

First name Family name

Relationship to you

How long have you known this person? Gang Affiliation *if applicable*

When did you last have contact with them? How did you have contact?
(e.g. face to face, phone, email, social media etc)

Anything else we need to know?

Have they been convicted of any offences?

Yes - please provide detail below

No - please skip to section three

If **imprisonment is/was** the sentence

How long is / was the sentence for?

Less than 1 year 2 - 5 years 5 - 10 years More than 10 years

Are they currently serving?

Yes No If yes, do you know how much of the sentence remains?

Which prison have / are they serving their sentence at?

If **imprisonment was not** the sentence

What is / was their sentence?
(e.g. 100 hours Community work, licence disqualification)

Sentence location and dates?
(please specify approx. dates if unsure)

Section Three: Potential Conflicts of Interest

Do you have any personal relationships, affiliations or business interests that may conflict with your duties and responsibilities?

Yes
No

If No, skip to section four.

Type of conflict

Financial / Business
Offender association
Political
Gang associations
Personal associations

Other, please state

Please provide detail on how this may conflict with your duties & responsibilities

Section Four: Personal Offence History

This section records any interactions you personally have had with any law enforcement agency in NZ or overseas. This includes any driving offences, warnings issued or fines, regardless of the time passed. Please note we consider all declarations on a case by case basis and regard early disclosure positively. If you are not sure it is best to declare all potential offences here to the best of your knowledge, as all applicants will be required to complete a Police vetting check during the recruitment process. Corrections Officer positions are exempt from the provisions of the Criminal Records (Clean Slate) Act 2004 due to the nature of working with vulnerable people.

Do you have any traffic offences, warnings or criminal convictions you wish to declare?

Yes
No

If No, skip to section five.

What was the nature of the offence(s)?
(please specify each e.g. speeding offence, dangerous driving, driving under the influence, assault)

What date and how often the offences occurred?
(please specify approx. dates if unsure)

What is / was the sentence?
(e.g. 100 hours Community work, licence disqualification)

If you were on home detention or in prison, please provide duration and location

Did the circumstances of the offence include involvement of alcohol, drugs, anger or violence?

Please describe the circumstances around the event of your offences or any other comments.

Need to declare multiple convictions? Use careers.corrections.govt.nz/convictionsif for more pages.

Section Five: Declaration

I have completed the above information honestly and to the best of my knowledge. I understand that failing to do so may disqualify this and future applications for employment with the Department of Corrections. I authorise the Department of Corrections to use the above information in the processing of my application. I understand that any relevant information identified may be used in the Department's decision to progress my application.

Tick if submitting electronically