



Criminal History Disclosure/Change Application Form

Form GHA - 2

APPLICATION FOR GUIDE, HEARING AND ASSISTANCE DOG TRAINERS CRIMINAL HISTORY DISCLOSURE/CHANGE

Guide, Hearing and Assistance Dogs Act 2009, Section 60

Guide, Hearing and Assistance Dogs Act 2009

Parts 3 and 6

The *Guide, Hearing and Assistance Dogs Act 2009* requires people applying for approval as a guide, hearing or assistance dog trainer or an employee trainer of an institution applying for approval as an approved training institution for the training of guide, hearing or assistance dogs to disclose to the Department of Communities whether or not they have a criminal history, and requires approved guide, hearing or assistance dog trainers and employee trainers of approved training institutions to disclose to the Department of Communities if there is a change in their criminal history.

THIS FORM MUST BE COMPLETED BY:

- A person applying for approval as a guide, hearing or assistance dog trainer.
- An employee trainer of an institution applying for approval as an approved training institution for the training of guide, hearing or assistance dogs.
- New employee trainers of approved training institutions for the training of guide, hearing or assistance dogs.
- An approved trainer or employee trainer who is required to disclose a change in their criminal history.

DEFINITION OF CRIMINAL HISTORY

The *Guide, Hearing and Assistance Dogs Act 2009* defines 'criminal history' as the convictions, other than spent convictions, recorded against a person for offences, in Queensland or elsewhere, whether before or after the commencement of the Act.

The *Guide, Hearing and Assistance Dogs Act 2009* defines 'conviction' as a finding of guilt, or the acceptance of a plea of guilty, by a court.

The *Criminal Code Act 1899* defines spent conviction as a conviction:

- for which the rehabilitation period under the *Criminal Law (Rehabilitation of Offenders) Act 1986* has expired under that Act; and
- that is not revived as is prescribed by section 11 of the *Criminal Law (Rehabilitation of Offenders) Act 1986*.

HOW TO COMPLETE THIS FORM:

- If you are **disclosing** your criminal history to the Department of Communities on applying for approval as a guide, hearing or assistance dog trainer; an employee trainer of an institution applying for approval as an approved training institution for the training of guide, hearing or assistance dogs; or a new employee trainer of an approved training institution for the training of guide, hearing or assistance dogs, please complete:
Parts A, B, D (if required by **Part B**) and **E**
- If there has been a **change** in your criminal history please complete:
Parts A, C, D (if required by **Part B**) and **E**
- Please print clearly and use BLOCK letters
- Indicate with tick where required
- Complete the checklist at the end of the form.

YOUR PRIVACY

What we do with this information.

The information provided by you on this form is requested for the purpose of Parts 3 and 6 of the *Guide, Hearing and Assistance Dogs Act 2009*. The information must not and will not be used for any other purpose. The information will be provided to the Queensland Police Service. This form and any information about you will be stored in a secure facility and only authorised departmental officers will have access to the information.

If you are an employee trainer, by signing the declaration at Part B of this form, you are consenting to the Department of Communities, in the event that it is decided that you are unsuitable to work with people with a disability or guide, hearing or assistance dogs because of your criminal history, disclosing to your employer that you are unsuitable to work with people with a disability or guide, hearing or assistance dogs because of your criminal history.

Except as stated above, criminal history information will not be disclosed to third parties without your consent.



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Please tick the appropriate box if this form relates to:

<input type="checkbox"/>	A person who is applying for approval as a guide dog trainer, hearing dog trainer or assistance dog trainer.
<input type="checkbox"/>	An employee trainer of an institution applying for approval as an approved training institution for the training of guide dogs, hearing dogs or assistance dogs.
<input type="checkbox"/>	A new employee trainer of an approved training institution for the training of guide dogs, hearing dogs or assistance dogs.
<input type="checkbox"/>	An approved trainer or an employee trainer of an approved training institution disclosing a change in their criminal history.

PART A – To be completed by:

- The person who is applying for approval as a guide, hearing or assistance dog trainer;
- The employee trainer of an institution applying for approval as an approved training institution for the training of guide, hearing or assistance dogs;
- The new employee trainer of an approved training institution for the training of guide, hearing or assistance dogs;
- The approved trainer or employee trainer who is disclosing a change in their criminal history.

PERSONAL DETAILS

Title: (Mr/Mrs/Ms/Miss/other)	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Family name:	
Given name:	
Middle name: (do not abbreviate)	
Other names used:	
Circumstances of name change: (e.g. maiden name, previous names, aliases)	
Date of birth:	
City of birth:	
State/country of birth:	
Contact Details	
Mobile:	
Work:	
Home:	
Contact email:	

PART B – Please complete this section if you are applying for approval as a guide, hearing or assistance dog trainer; an employee trainer of an institution applying for approval as an approved training institution for the training of guide, hearing or assistance dogs; or a new employee trainer of an approved training institution for the training of guide, hearing or assistance dogs.

Have you ever been convicted of an offence in Queensland or else where: Yes No

- If you have ticked YES you must complete **Part D**
- If you have ticked NO please skip to **Part E**

PART C – Please complete this section if you are an approved trainer or employee trainer who is

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disclosing a change in their criminal history.

Have you been convicted of an offence in Queensland or elsewhere since your initial disclosure: Yes No

- If you have ticked YES you must complete **Part D**
- If you have ticked NO please skip to **Part E**

PART D – Please complete this section if you have answered yes to any of the questions in Part B or Part C

Date of offence	Status (please tick the appropriate box)			Details of offence or alleged offence (Please include details of the offence, and brief details of the circumstances surrounding the conviction/charge)	Outcome (Please insert details of any court decision. For a conviction – include details whether or not a conviction was recorded and the sentence imposed)
	Conviction	Charge - finalised	Charge - pending		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

PART E – To be completed by person applying for approval as a guide, hearing or assistance dog trainer; an employee trainer of an institution applying for approval as an approved training institution for the training of guide, hearing or assistance dogs; a new employee trainer of an approved training institution for the training of guide, hearing or assistance dogs; or an approved trainer or employee trainer who is required to disclose a change in their criminal history.

DECLARATION

Please read the following carefully before signing:

- I declare that the information that I have provided on this form, and the identification documents mentioned in Part C of this form are true and correct.
- I consent to the Department of Communities, in accordance with Part 6 of the *Guide, Hearing and Assistance Dogs Act 2009*, obtaining a check of criminal history information from police, courts, prosecuting authorities and other bodies in Queensland or elsewhere in Australia.
- I understand that this information will be used to assess whether I am suitable to work with animals or people with a disability for the purposes of the *Guide, Hearing and Assistance Dogs Act 2009*.
- I consent to Department of Communities, in the event that it is decided that I am unsuitable to work with people with a disability or guide, hearing or assistance dogs because of my criminal history, disclosing to my employer that I am unsuitable to work with people with a disability or guide, hearing or assistance dogs because of my criminal history (this applies only to employee trainers).

Signature:..... **Date:**.....





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CHECKLIST – Please indicate that all sections of this form have been completed and the relevant documentation has been attached.

	I have completed all sections of this form relevant to me (required)
	I have attached an additional sheet relating to Part D (where relevant)
	I have included this form in the sealed envelope provided (required)
	I have attached a completed Form GHA - 1, Application for Guide, Hearing and Assistance Dogs Criminal History Screening (required).

RETURN TO:

Guide, Hearing and Assistance Dogs

GPO Box 806

BRISBANE QLD 4001