

Registration After Departure First Application and Renewal

SUBMIT A CV, CAPABILITY SELF-ASSESSMENT, CONSENT and DECLARATION

1 Use an existing CV or create one: Include these details *focus on last 5-10 years*

Application type	<i>After Departure or Renewal (at registered or higher rank)</i>
Preferred registration rank	<i>Constable Senior Constable Sergeant Senior Sergeant Inspector Superintendent Commander</i>
Personal details	<i>Make sure you can be contacted</i>
<ul style="list-style-type: none"> • Name • Date of birth • Residential/postal address • Email • Mobile 	
Victoria Police service details	<i>Help make your service history easy to access</i>
<ul style="list-style-type: none"> • VP number • Employee number • Date sworn in • Date of resignation • Last position • Last rank 	
Education and training	<i>Showcase your knowledge and skills, include all qualifications, courses and professional development</i>
<ul style="list-style-type: none"> • Title • Institution • Completion date • Type 	
Specialist skills	<i>List any special skills that you hold such as management, research, surveillance</i>
Work experience	<i>Include your policing and experience from other occupations</i>
<ul style="list-style-type: none"> • Start to finish dates: Month Year • Organisation • Role title • Responsibilities • Achievements 	
Awards, recognitions, professional association memberships	<i>Highlight your accomplishments and networks</i>
Anything else	<i>Add anything else of relevance, exclude personal information, include languages spoken and/or cultural awareness</i>
Referees	<i>Name and email address for 2 independent professional or personal referees not current or former Victoria Police members - Victoria Police will contact past supervisors (tell us if we need to notify you before we contact your referees)</i>

2 **Capability Self-Assessment** *not required if renewing at registered rank*

Nominate a Rank

1. Look at the indicators for your departure rank using the Victoria Police Sworn Capability Framework (email registration@prsb.vic.gov.au to obtain the capability for your rank).
2. Think about how your experience, skills and qualifications might match these capabilities.
3. If you have gained substantial and relevant skills, knowledge, experience and qualifications since leaving Victoria Police, you may be better aligned with a higher rank (email for this rank).
4. For sergeant and above, consider whether your management and leadership capabilities match current expectations (see below).
5. Nominate a preferred registration rank (**include your previous and nominated rank on your CV**).

About Management and Leadership

Read about the qualities and behaviours expected of leaders in Victoria Police.

- Victoria Police Blue Paper
http://www.police.vic.gov.au/content.asp?document_id=42063
- VEOHRC Independent Review
<http://www.humanrightscommission.vic.gov.au/about-us/item/1056-independent-review-into-sex-discrimination-and-sexual-harassment-including-predatory-behaviour-in-victoria-police>
- Victoria Police Mental Health Review
http://www.police.vic.gov.au/content.asp?document_id=46171
- Victoria Police Capability Plan
http://www.police.vic.gov.au/content.asp?a=internetbridgingpage&media_id=120708

Evidence of Capabilities

1. Provide examples using the STAR method:
Explain the **SITUATION** (context), **TASK** you were given or **ACTION** you took and the **RESULT** (outcome).
2. Respond to the indicators, not just the heading.
Dot points are acceptable.
3. Provide relevant examples of your capabilities, which may be from your experience after leaving Victoria Police.
4. Use policing language and concepts to make comparisons between your current/previous work and that with Victoria Police.
5. For sergeant and above, demonstrate relevant and contemporary management and leadership experience.
6. Nominated referees are asked to provide a written reference on your capabilities at rank.

6 Capabilities: Include each one

Integrity

Communication

Relationships

Results

Strategy

Policing Skills



VICTORIA POLICE

3 ABOUT VICTORIA POLICE CONSENT TO CHECK RECORDS

Victoria Police holds your service history which the PRSB needs to obtain to assess your application for registration.

STATEMENT OF CONSENT

Please ensure that you read and fully understand each of the following statements.

- I hereby consent to Victoria Police gaining access to, obtaining, using or disclosing any information relating to me including information of a personal nature for the purpose of processing my application for inclusion on the Police Profession Register.
- I further consent to Victoria Police conducting checks of criminal or other records kept by Victoria Police services or law enforcement agencies, whether State, Commonwealth or International. These may include any convictions, findings of guilt without conviction, details of any matters found proven but adjourned on a good behaviour bond, any matters or information still outstanding against my name and any other matters, whether of a criminal nature or otherwise, which may be relevant in relation to my application.

PRIVACY NOTIFICATIONS

Please ensure that you read and fully understand each of the following statements.

- You authorise Victoria Police to provide information to the Police Registration and Services Board in order for them to assess your suitability for inclusion on the Police Profession Register.
- You will be able to make an application for access to any information gathered by Victoria Police in the course of processing your application, should you wish to do so.
- The information obtained by Victoria Police will not be provided to any other person or organisation without your consent or as provided for under the protection of the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.



APPLICANT ID #



CONSENT TO CHECK RECORDS

PERSONAL DETAILS

Name

FAMILY NAME	GIVEN NAMES
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Previous or alternative names

FAMILY NAME	
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Address

CURRENT RESIDENTIAL ADDRESS	
	POST CODE

Contact Telephone Numbers / Email Address

HOME	WORK	EMAIL ADDRESS
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DATE OF BIRTH	PLACE OF BIRTH
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Previous address within the last five (5) years

ADDRESS	POST CODE
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ADDRESS	POST CODE
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If born outside Australia, please include date arrived in Australia and previous overseas address in full.

PREVIOUS OVERSEAS ADDRESS	ARRIVAL DATE
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If you have resided overseas for a period longer than 6 months, please specify where and for what period.

ADDRESS	DATES
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ADDRESS	DATES
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DRIVER LICENSE NUMBER	STATE	COUNTRY
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SIGNATURE OF APPLICANT

PRINTED NAME OF APPLICANT

DATE

PREVIOUS VP REGISTERED NUMBER

4 Statutory Declaration

Affirmation: Good Character and Reputation

Answering **disagree** does not mean automatic refusal, applications are considered on merit and circumstance but failure to disclose may affect assessment of character and reputation so attach a statutory declaration explaining each situation <http://www.justice.vic.gov.au>.

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|----|---|--------------------------------|-----------------------------------|
| 1 | I did not resign or retire from Victoria Police while under investigation for a disciplinary matter or criminal offence. | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 2 | I have never been dismissed from a public body as a result of a misconduct investigation. | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 3 | I have never been the subject of a misconduct or disciplinary investigation or adverse finding by any organisation (employer, club or association). | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 4 | I have never been declared bankrupt or been the subject of any order under the <i>Bankruptcy Act 1966 (Cth.)</i> . | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 5 | I have never been disqualified from acting as a director or in the management of an incorporated association. | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 6 | I have never had adverse findings made about my credibility as a witness by a court, tribunal or adjudication/professional registration/licensing body. | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 7 | I am not the subject of a current family violence intervention order (part 4, <i>Family Violence Protection Act 2008</i>), personal safety intervention order (<i>Personal Safety Intervention Orders Act 2010</i>) or corresponding order. | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 8 | I have never been the subject of an <u>expired or revoked</u> family violence intervention order (part 4, <i>Family Violence Protection Act 2008</i>), personal safety intervention order (<i>Personal Safety Intervention Orders Act 2010</i>) or corresponding order. | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 9 | Within last ten years, no finding of guilt has been made against me for serious traffic offences/s including but not limited to: <ul style="list-style-type: none"> o exceed prescribed concentration of alcohol (0.1% or over) or refuse (or previously fail to provide) alcohol tests, including fail to accompany or fail to remain for testing o two or more offences exceeding prescribed concentration of alcohol under 0.1 % o driving under the influence of alcohol or drug o drug impaired driving including refuse to undergo assessment or refuse to comply with requirements of testing o found guilty, charge proven for offence of driving whilst licence suspended, cancelled or disqualified o found guilty, charge proven for offence of driving in a manner or speed dangerous o I am currently under suspension, cancellation or disqualification of drivers' licence. | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 10 | I have never been found guilty of a criminal offence (except a conviction that is spent under any prescribed spent convictions scheme). | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 11 | To best of my knowledge and belief, I have never(or am not currently), the subject of an inquiry, investigation or adverse finding, including by: <ul style="list-style-type: none"> o a department of agency of the Commonwealth (including ATO) o a department or agency of a State or Territory of Australia o a professional association o a regulatory or licensing agency o a consumer protection organisation. | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 12 | To best of my knowledge and belief, no other matters or circumstances may affect decision-making about my 'good character and reputation' (for example, workplace behaviour, good behaviour bonds, cautioning program, exceeding prescribed alcohol -0.00%- less than 0.10%). | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 13 | Since leaving Victoria Police, I have never used a drug of dependence proscribed by the <i>Drugs, Poisons and Controlled Substances Act 1981</i> . | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |
| 14 | No additional information has bearing on my character and reputation. | agree <input type="checkbox"/> | disagree <input type="checkbox"/> |

Consent: Exchange Information for Registration

- 15 PRSB may share my information with Victoria Police. agree disagree
- 16 PRSB may obtain my information from Victoria Police including probity, background checks and PDA assessments. agree disagree
- 17 PRSB may make further enquiries and obtain additional information from Victoria Police and/or third parties. agree disagree

Declaration: Accuracy and Authenticity (see section 30(2) of the Oaths and Affirmations Act 2018)

18
first | middle | last names

occupation

of
residential address

Declared at (place)

on this (date | day | year)

Applicant signature

before me

Authorised witness signature
print/stamp name | address | title





first | middle | last names

qualification

residential address

NEXT STEPS

Print | Complete | Scan | Submit

 1 (CV) and  2 (Capabilities) and completed pages  3 to  6

PRSB-REGISTRATIONDIVISION-MGR@police.vic.gov.au or registration@prsb.vic.gov.au

Police Registration and Services Board | Level 6/ 155 Queen Street | Melbourne VIC 3000

An acknowledgement will be sent to the email address provided.