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| --- | --- | --- | --- | --- | --- |
| **VCAA ID** |  |  |  |  |  |

Statutory Declaration

For prospective VCAA employees pending receipt by the VCAA of a satisfactory national criminal records check.

**Notes:**

1. **The person making the statutory declaration must say aloud:**I *[full name of person making the declaration]* of *[address]* declare that the contents of this statutory declaration are true and correct.
2. **See overleaf for list of persons who can witness this statutory declaration.**
3. **The completed, signed and witnessed form, together with NCHRC application form, should be returned to: Manager Assessment Services, VCAA, Level 7, 2 Lonsdale Street, Melbourne VIC 3000.**

**I,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the State of Victoria make the following statutory declaration under the *Oaths and Affirmations Act 2018* (Vic):

1. I have never been investigated by a legal authority, an employer or other relevant body in relation to matters which, if proven, would be inconsistent with my performance of my role at the VCAA.
2. I have never been charged with a criminal offence or a breach of professional standards.
3. I have never been convicted of a criminal offence or been found to be in breach of any professional obligation, for example by the Victorian Institute of Teaching.
4. I have never pleaded guilty to a breach of a criminal law or a professional standard, and no conviction or contravention has been entered against me, nor have I been placed on a diversion program in lieu of a conviction or contravention.

I declare that the contents of this statutory declaration are true and correct, and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

SIGNED by person making the declaration: …….............................................

DECLARED at

in the State of Victoria on ……………………………….

**I am an authorised statutory declaration witness** and I sign this document in the presence of the person making the declaration:

*(signature of authorised statutory declaration witness)*

on

Name of witness:

Address of witness: …………………………………….…………………………………….………………

Authorised witness designation: " ……………………...........……………………………………..………..

*(one of the categories on the list overleaf)*

A person authorised to witness statutory declarations under s.30(2) of the *Oaths and Affirmations Act 2018* (Vic)

**This document was made in electronic form and was witnessed by audio visual link in accordance with the Oaths and Affirmations Act 2018.**

**Instructions on making and witnessing a statutory declaration by audio visual link are available at:** [Electronic signing and online witnessing of legal documents | Department of Justice and Community Safety Victoria](https://www.justice.vic.gov.au/electronicwitnessing) http://www.justice.vic.gov.au/electronicwitnessing

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To do so, please contact HR Unit, VCAA on (03) 9225 2305
or email: VCAA.HR@education.vic.gov.au.

The VCAA Privacy Policy can be found at [www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx](http://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx).

Authorised witnesses

Any of the following persons may witness the signing of a statutory declaration pursuant to section 30(2) of the *Oaths and Affirmations Act 2018* (Vic):

* A person currently licensed or registered to practice in Australia as one of the following occupations:

|  |  |
| --- | --- |
| * Architect
* Chiropractor
* Conveyancer
* Dentist
* Financial adviser or financial planner
* Legal practitioner
* Medical practitioner
* Midwife
* Migration agent
 | * + Nurse
	+ Occupational therapist
	+ Optometrist
	+ Patent attorney
	+ Pharmacist
	+ Physiotherapist
	+ Psychologist
	+ Trade-marks attorney
	+ Veterinary surgeon
 |

* An accountant who meets at least one of the following criteria:

|  |  |
| --- | --- |
| * Fellow of the National Tax Accountants’ Association
* Member of Chartered Accountants Australia and New Zealand
* Member of the Association of Taxation and Management Accountants
 | * Member of CPA Australia
* Member of the Institute of Public Accountants
 |

* Australian Public Service employee engaged on an ongoing basis with 5 or more years of continuous service who is not otherwise authorised
* Bank officer with 5 or more continuous years of service
* Building society officer with 5 or more years of continuous service
* Clerk of a court
* Commissioner for Affidavits
* Commissioner for Declarations
* Credit union officer with 5 or more years of continuous service
* Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not otherwise authorised
* An engineer who meets at least one of the following criteria:
* A member of Engineers Australia, other than a student
* A Registered Professional Engineer of Professionals Australia
* Registered as an engineer under a law of the Commonwealth or a State or Territory
* Registered on the National Engineering Register by Engineers Australia
* IBAC Officers
* Judge
* Justice of the Peace
* Local government Councillor
* Magistrate
* Registered marriage celebrant
* Member of the Australian Defence Force who meets at least one of the following criteria:
* An officer
* A non-commissioned officer with 5 or more years of continuous service
* A warrant officer
* Member of the Parliament of a State
* Member of a local government authority
* Registered minister of religion
* Notary public, including a notary public exercising functions at a place outside either the Commonwealth or the external Territories of the Commonwealth
* Police officer
* Police reservist
* Protective service officer (PSO)
* Registrar, or Deputy Registrar, of a court
* A school principal
* Senior executive employee of a Commonwealth authority
* Senior executive employee of a State or Territory
* Senior Executive Service employee of the Commonwealth
* Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution
* A Victorian Public Service employee with a prescribed classification level of 2 or above (for example, a project officer employed as a VPS4 or an administrative assistant employed as a VPS2)

**For a full list of authorised witnesses, visit:** <https://www.justice.vic.gov.au/justice-system/legal-assistance/information-for-authorised-statutory-declaration-witnesses>