

APPLICATION FOR THE POSITION OF TRAFFIC WARDEN

Thank you for your expression of interest, please find attached the necessary forms to assist you in applying for a position as a Traffic Warden (see below). Please note that you are **not required** to obtain a Police Clearance nor a Working with Children Card as a part of this application process.

- Traffic Warden Application form
- Pre-Commencement Integrity Check Consent

Upon completion the **Application forms** and **Integrity Check form** should be forwarded to:

childrenscrossingsunitsmail@police.wa.gov.au

or

TW Vacancies

Children's Crossings Unit

PO Box 1797

MIDLAND DC WA 6936

Successful applicants are employed dependent upon:

- Suitable vacant position
- Satisfactory Health Assessment Report
- Satisfactory Integrity Check
- Being in possession of a current WA Motor Drivers Licence
- Available to work all 10 weekly shifts if required
- Successful completion of the training course
- Access to a reliable vehicle

THE HEALTH ASSESSMENT REPORT IS NOT INCLUDED IN THIS APPLICATION.

You will be contacted when you have been cleared through the initial application processes, and will automatically be sent a copy of the Health Assessment Report, as the final part of the application process (see below).

INSTRUCTIONS FOR HEALTH ASSESSMENT

1. Arrange an appointment for your doctor to conduct your Health Assessment. The medical assessment costs will be the responsibility of the applicant initially. You may be eligible for reimbursement of up to \$70 for your Health Assessment once you have completed one month of work as a Traffic Warden (*receipt required*).
2. Have your doctor fill out the Health Assessment Report. Your doctor must send the Completed assessment report marked "**confidential**" to either:

childrenscrossingsunitsmail@police.wa.gov.au

or

TW Health Assessments

Children's Crossings Unit

PO Box 1797

Midland DC W.A. 6936

*Please Note: The doctor is **NOT** to return the report to you.*

When your application has been fully completed and approved, you may be invited in for training. Training costs are waived for those seeking employment with the WA Police. Once your employment has been confirmed you will need to apply for a Working With Children Card within 5 working days (Application Forms can be obtained from the Children's Crossings Unit and lodged at your local Post Office).

When you have worked as a Traffic Warden for a period of one month you will be eligible for reimbursement for the cost of Working With Children Card and payment for the training time (usually 4 hours).

TRAFFIC WARDEN APPLICATION FORM

(Please print all details)

TITLE: MR / MRS / MS / MISS	SURNAME:
GIVEN NAMES:	PREFERRED NAME:
DOB:	COVID VACCINATION STATUS:
ADDRESS:	
SUBURB:	POST CODE:
CONTACT (HOME):	(MOBILE):
EMAIL ADDRESS (Required):	

COMPLETE THE FOLLOWING BY TICKING THE APPROPRIATE OPTION (REQUIRED**)**

Are you a permanent resident of Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a valid (not expired) Western Australia Working with Children Card?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Do you have your own reliable transport that will be available to you for warden duties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registration:	Engine Capacity (cc):	

Do you have a Western Australia's Driver's License?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
WA Driver's License No:	Class:	Expiry Date / /20

Have you previously been employed by the WA Police as a Traffic Warden?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If YES, Provide details)		

Have you ever had a work-related injury or illness or claimed any worker's compensation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If YES, Provide details)		

Traffic Wardens are expected to be available to work the full 10 shifts per week comprising of an hour in the morning and an hour in the afternoon. Are you available to work all of these shifts if required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please provide details of any person assisting you with this application. (If Applicable)	
Name:	Contact:

CONDITIONS:

(A) I shall provide immediate notice to the Children's Crossing Unit should I be unable to attend my allocated "Crossing".

(B) I shall not operate any "Crossing" whilst 'under the influence of alcohol or drugs'.

DECLARATION:

I declare that all the above statements and attached supported information are true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal I consent to the Western Australia Police conducting a Criminal/Traffic record and integrity check upon me.

*SIGNED: _____ DATE: ___/___/20___ *WITNESS: _____ DATE: ___/___/20___

(Name of witness - print) _____

***Applicant / Witness name, signature and date are required**

IMPORTANT GUIDELINES
PLEASE READ AND SIGN

Please be aware that the Children's Crossing Unit are unable to proceed with your application until we are formally advised that your health assessment and integrity checks have been supported and you are cleared for employment with the WA Police. These processes are carried out externally to the Children's Crossing Unit and together may take between 2 - 8 weeks, depending on whether you have lived outside Western Australia or overseas.

If a suitable vacancy does not exist at a children's crossing you may be employed as a relief warden on an ad hoc basis. As a relief warden you will be required to advise us in advance of your availability and may be required to travel outside of your local area. If you are required to travel in excess of 10 km to work you may be entitled to claim a motor vehicle allowance for any distance over that 10kms per shift. In most instances you will not be required to travel in excess of 40 km.

Wardens are employed under a year to year (annual) contract and may be allocated to specific crossings or relief work dependent on the operational needs of the Children's Crossing Unit.

The WA Police Force is an Equal Opportunity Employer and wardens may work up to 10 hours per week.

Should no vacancies of any type currently exist in your area, your name will be placed on a waiting list and should a suitable position become available you will be contacted in due course.

All people who complete and are deemed competent in training will be provided with a Certificate of Appointment to Control Vehicles and Pedestrians at Crossings.

I have understood and agree to the above guidelines

NAME: _____ SIGNED: _____ DATE: ___/___/20___

APPLICANT'S NAME:

.....

PLEASE LIST THREE (3) PEOPLE AS CONTACTS IN CASE OF EMERGENCY

(Please complete in block letters AND write inside the box)

NAME			
RELATIONSHIP			
ADDRESS			
SUBURB:		POST CODE:	
HOME: (_ _) _ _ _ _ _ _ _ _		MOBILE: + 6 1 _ _ _ _ _ _ _ _	

NAME			
RELATIONSHIP			
ADDRESS			
SUBURB:		POST CODE:	
HOME: (_ _) _ _ _ _ _ _ _ _		MOBILE: + 6 1 _ _ _ _ _ _ _ _	

NAME			
RELATIONSHIP			
ADDRESS			
SUBURB:		POST CODE:	
HOME: (_ _) _ _ _ _ _ _ _ _		MOBILE: + 6 1 _ _ _ _ _ _ _ _	

For any additional information:



PERSONNEL SECURITY VETTING UNIT

INTEGRITY CHECK APPLICATION AND CONSENT FORM

WA Police Force Requesting Officer emails completed form to: PSVU - Integrity Checking Cell SMAIL

INSTRUCTIONS FOR THE WA POLICE FORCE REQUESTING OFFICER

- The requesting officer must complete all fields in Section 1.
The applicant must personally complete Sections 2 - 6.
Parental / legal guardian consent in Section 7 is required for any applicant under 18 years of age.
The requesting officer is to ensure the applicant has fully completed all fields in Section 2 – 6 and parental / legal guardian consent provided in Section 7 for any applicant under 18 years of age.
BLOCK PRINT or type all details clearly and legibly.
If the item is "Not Applicable" – enter N/A.
Blank fields will not be accepted. Failure to have all fields completed will result in the form being returned for full completion.

SECTION 1 – REQUESTING AREA
To be completed by the WA Police Force Requesting Officer

Form with fields: Requesting Area: CHILDREN'S CROSSINGS UNIT; Requesting Officer: LISA ANDERSON PD62270; Provide SMAIL account for Integrity Check result to be sent back to: childrenscrossingsunitsmail@police.wa.gov.au; Date result required by: If urgent, provide full justification / reason.; Applicants intended role at the WA Police Force and description of work to be undertaken: TRAFFIC WARDEN - CONTROL AND DIRECT VEHICLES AND PEDESTRIANS AT CHILDREN'S CROSSINGS; Working with Children (WWC) Will applicant have contact with children as a requirement of their role...; Will the applicant have access to high risk or secure areas?; Will the applicant be unsupervised?; Will the applicant have after-hours (out of business hours) access?; Is computer access required?; If yes, list systems accesses required e.g.: IMS, IDM, CAD etc.; Will the applicant have remote access? e.g.: locally (WFH), interstate, overseas etc.

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PERSONNEL SECURITY VETTING UNIT
 Integrity Checking Cell

INSTRUCTIONS FOR APPLICANT

- Sections 2 – 6 **must** be personally completed by the **applicant only**.
- Parental / guardian consent in Section 7 is required for any applicant under 18 years of age.
- BLOCK PRINT or type all details clearly and legibly. Ensure the form is signed and dated as indicated on the last page.
- **All** questions **must** to be answered fully. If the item is “Not Applicable” – enter N/A.
- **Blank fields will not be accepted**. Failure to have **all fields completed** will result in the form returned for full completion.
- When answering “YES”, provide details. Use continuation sheet if required, ensuring relevant question number is referenced.
- While a criminal record or adverse disclosure does not necessarily disqualify you as an applicant, **failure to truthfully answer the following questions may invalidate your application**.

SECTION 2 – BIOGRAPHICAL DATA
 To be completed by Applicant

Surname (family name):			
All Given Names:			
Have you ever used or been known by any other name, alias or nickname?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	<i>If 'YES', provide other full name/s used / known by, reason for change and date / applicable period</i>		
	Full Name	Reason	Date / Period
Date of Birth and Gender:	Date of Birth (dd/mm/yyyy)	Gender	
	/ /	<input type="checkbox"/> Female <input type="checkbox"/> Male	
Place of Birth:	Town	State	Country
Citizenship/s / Visa Status: <i>List all citizenships held / relevant countries</i>			
Motor Drivers Licence (MDL): List all MDL details held	Licence #	State/Country Issued	Expiry date
Phone Numbers:	Mobile	Home	Work
Email Address/s:	Personal / Work / Other Email		
List ALL your Social Media Accounts:	Website	User / Profile Name / Link	
	Website	User / Profile Name / Link	
	Website	User / Profile Name / Link	
Current Occupation:			

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Employment history: List all employers (in full) for the past 5 years , within Australia and overseas) <i>Ensure there are no gaps in date history. Post office box addresses will not be accepted.</i>	Company / Business Name & Full Address (e.g. 1 Smith St, Perth WA 6000) (current / most recent first)	Date From	Date To	Reason for Leaving
			CURRENT DATE	
Have you previously undergone an integrity check by WA Police Force?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT KNOWN <i>If 'YES', provide details / outcome</i>			
If a former WA Police Force employee / contractor, provide PD Number:	<input type="checkbox"/> N/A PD			
Have you ever undergone an Australian Government security clearance assessment process? (BLV, NV1, NV2 or PV)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If 'YES', provide details, even if clearance was not granted or assessment process not completed / finalised</i>			
	Issuing Agency / Department	Clearance Level	Clearance Outcome	Date of Outcome
Residential address history: List all residential addresses (in full) for the past 5 years , including all permanent and temporary addresses within Australia and overseas: <i>Ensure there are no gaps in date history. Post office box addresses will not be accepted.</i>	Full Address (e.g.: 1 Smith Street, Perth WA 6000) (current / most recent first)		Date From	Date To
				CURRENT DATE

SECTION 3 - INTEGRITY DECLARATION

1. Have you ever been charged and / or convicted of any civil, criminal or traffic offences, either in Australia or overseas? <i>Note: You are not required to provide Spent Convictions in this application under the Spent Convictions Act 1988 (WA).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If 'YES', provide full details</i>	
2. Do you currently have any court matters pending against you, either in Australia or overseas?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If 'YES', provide full details</i>	
3. Have you ever received or been issued with a Restraining Order, Domestic Violence Order, Police Order or Interim Order or equivalent (as the 'restrained' person)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If 'YES', provide full details</i>	

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<p>4. Have you ever been investigated by any Police, Defence Force, Government Department (Federal, State, Local), or other agency either in Australia or overseas, whether or not it resulted in a charge or conviction?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <i>If 'YES', provide full details</i></p>	
<p>5. Have you ever had or have any family members, relatives, friends and / or associates who have been charged, convicted or involved in any criminal activity, either in Australia or overseas?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <i>If 'YES', provide full details including names charges, convictions, and type of criminal activity if known</i></p>	
<p>6. Are you the subject of any of the following allegations (historic or current)?</p> <p>a) offences or misconduct of a sexual nature, against, with, or in the presence of a child;</p> <p>b) violence, or threat of violence, against, with, or in the presence of a child;</p> <p>c) significant neglect of a child; or</p> <p>d) causing significant emotional or psychological harm to a child.</p> <p><i>Note: If allegation/s led to a spent conviction/s you are not required to provide details (refer to Q1 note).</i></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <i>If 'YES', provide full details</i></p>	
<p>7. Is there anything in your background that could be deemed a conflict of interest or contrary to the reputation, ethos or values of the WA Police Force? <i>e.g.: employment terminations, club memberships, links or associations to criminal entities, security breaches etc.</i></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <i>If 'YES', provide full details</i></p>	
<p>8. Is there any other information that you consider may be relevant to your integrity check assessment?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <i>If 'YES', provide full details</i></p>	

SECTION 3 - CONTINUATION SHEET

Question Number	Details

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 Integrity Checking Cell

SECTION 4 – APPLICANTS CHECK LIST

Copies of the following documents must be submitted with your application in order for it to progress.

Have you provided copies of all required supplementary documents? If you are unable to provide copies of any document listed below, a statutory declaration is required?	Yes	No	N/A	Attached
1. Change of name document (in English language)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If you currently hold or ever held an Australian Government security clearance, provide evidence from the issuing agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of WWC card or WWC application assessment notice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have relocated / immigrated to Australia in the past 5 years, copies of the following documents are to be provided:				
4. Current citizenship certificate and / or Australian visa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Current passport bio data page (page with photo & personal details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Full birth certificate (in English language). Certificate must include parent's details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Overseas police record check / certification (in English language) for each country lived in for more than 6 months other than Australia)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 5 – INTEGRITY CHECK AUTHORITY / DISCLAIMER - Use of Personal Information

To:	Commissioner of Police		
From:	Full Given Names	Surname / Family Name	Date of Birth

I agree to undergo an integrity check to ascertain my suitability for / with the Western Australia Police Force and hereby consent to the Commissioner of Police and / or his authorised agent conducting whatever enquiries are considered necessary by them and that after such enquiries to:

- report on my character and / or reputation, and any known and / or suspected criminal and / or improper activity, and associates, antecedents or circumstances of myself;
- provide an opinion on my suitability for / with the Western Australia Police Force;
- I acknowledge that the integrity check conducted on me by the Western Australia Police Force may include checking relevant information about any person associated with my integrity check assessment; and
- I acknowledge that should the outcome of this assessment be 'Not Supported', the Personnel Security Vetting Unit will not provide any feedback relating to either the assessment, or the outcome.

I also give consent to my previous / current employer(s) and / or any other person or entity to release any personal information about myself to the Commissioner of Police and / or his authorised agent to enable discussions to be conducted in confidence between the Commissioner of Police and / or his authorised agent and the person or entity releasing the information relating to the integrity evaluations. I further permit these persons or entities to give information and opinions to the Western Australia Police Force about me in any form or kind including documents for the purpose of evaluating my suitability. I also accept that these views shall remain confidential unless the persons or entities giving and / or affected by such views have expressed consent to enable third party disclosure.

Applicant's signature	Date

SECTION 6 – DECLARATION OF STATEMENT TO THE WA POLICE FORCE

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 Integrity Checking Cell

I declare that the statements I have made and the information I have given are true to the best of my knowledge and belief. I have not withheld any relevant information required of this application, or made any false or misleading representation.

Applicant's signature	Date

SECTION 7 – PARENTAL / LEGAL GUARDIAN CONSENT – If applicant is under 18 years of age

I declare that I am a parent / legal guardian of the applicant who is under 18 years of age at the date this form is signed, and I give my consent for him / her to undertake an integrity check process conducted by the Personnel Security Vetting Unit, Western Australia Police Force. I acknowledge that the integrity check process is conducted to ascertain his / her suitability for / with the Western Australia Police Force and hereby consent to the Commissioner of Police and / or his authorised agent conducting whatever enquiries are considered necessary, by them.

I acknowledge that the integrity checking process consists of a series of assessments and background checks to ensure that people entrusted with access to Western Australia Police Force information, resources, assets, premises etc.:

- are eligible to have access;
- have had their integrity established;
- are suitable to have access; and
- are willing to comply with the standards that safeguard those resources against misuse.

Parent / Guardian full name & date of birth:

Full Given Names	Surname / Family Name	Date of Birth

Relationship to Applicant:

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Residential Address:

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Phone Numbers:

Mobile	Home	Work

Parent / Guardian signature:

Parent / Guardian signature:	Date

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