



Conduct & Service Check

(To be completed by HR Department)

Section 1. Candidate details	
First Name:	Last Name:
Section 2. Employment details and Conduct & Service	
Status of employee: Permanent / Temporary / Casual	
Employer:	
Substantive Role Title:	Current Classification:
Acting Role Title (if applicable):	
Please provide information regarding their employment, integrity and conduct to assist our assessment of their employment suitability, including, but not limited to any: • Disciplinary matters • Workplace counselling, and • Code of Conduct issues. If conduct and services are unsatisfactory, please provide comments:	
Section 3. Leave records	
No. of days absent on unauthorised leave	Days
COMPLETED BY:	ROLE TITLE:
EMAIL ADDRESS:	CONTACT NUMBER:
AGENCY:	DATE COMPLETED: