|  |  |
| --- | --- |
| **Application for appointment**  **as an**  **Assistant Bailiff**  **PERSONAL INFORMATION PROTECTION STATEMENT**  The Magistrates Court will collect personal information from you for the purpose of processing this application. Failure to provide this information may result in your application not being processed.  Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other authorised organisations. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.  Personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to Magistrates Court. You may be charged a fee for this service. | **FEE: $150.00**  The relevant fee must be submitted with this form.  For Current fee information refer to the Fee Schedule (available from the office or our website below)  Lodging and Paying  Forms are lodged at Hobart Magistrates Court, 23-25 Liverpool Street, Hobart or by posting to GPO Box 354 Hobart 7001. |

**Application for Appointment as an Assistant Bailiff**

*Magistrates Court (Civil Division) Rules 1998*

**GJGJJRYUJTJHHJUKKYUKTJJ**

CHECKLIST- ASSISTANT BAILIFF LICENCE

Before submitting your application, we recommend that you use this checklist to ensure that you have provided the necessary information and documentation to have your application assessed.

In order for your application to be assessed, you will need to provide:

* A completed ‘**Application for Appointment as an Assistant Bailiff**
* The application fee
* An original ‘**National Police Certificate**’ (tick ‘section 2’ on Tasmania Police form) in relation to yourself. The document must be dated within the last 30 days. To obtain this certificate you will need to apply to the Tasmania Police Criminal History Service. (This may take up to 3 weeks for Tasmania Police to process.)

**(Important: a person who has been convicted of a prescribed offence is not entitled to be appointed as an Assistant Bailiff. Further, if a person has been convicted of an indictable offence they are not eligible to apply for an appointment as an Assistant Bailiff. We suggest that you obtain a Police Record before you address the selection criteria).**

* A digital colour photo that meets the Australian passport guidelines. Alternatively, you may come into the Hobart Magistrates Court, Civil Registry and a staff member will take your photograph.
* A Bankruptcy report.
* Current Resume
* Names of two (2) referees

When lodging the application you must bring proof of identification as listed on the back page of the application form. **(Only original documents, or certified copies are accepted as proof of identity)**.

**Please lodge the completed application at the Hobart Magistrates Court, 23-25 Liverpool Street, Hobart or by posting to GPO Box 354, Hobart 7001.**

**For further information and all forms please visit our website:**

**[www.magistratescourt.tas.gov.au](http://www.magistratescourt.tas.gov.au)**

# **APPOINTMENT REQUIREMENTS**

A first time application must contain the following:

1. an application form
2. proof of identification as detailed in the list below of Group A and Group B documents;
3. recent digital colour photographs that meet the Australian passport guidelines
4. a national police convictions report
5. a bankruptcy report
6. the application fee
7. names and contact details of two (2) referees.

When making reapplication the application must contain the following:

1. an application form
2. proof of identification as detailed in the list below of Group A and Group B documents
3. recent digital colour photographs that meet the Australian passport guidelines.
4. a national police convictions report
5. a bankruptcy report
6. the application fee.

## IDENTIFICATION

To prove your identity in accordance with the Tasmanian Evidence of Identity Framework you will need to provide 2 documents from Group A and 1 document from Group B. (In the combination of documents, one must incorporate a photograph and signature. If any of the produced documents do not establish a current residential address, a 4th document of this nature is required.)

|  |  |
| --- | --- |
| Group A  Evidence of Existence | Group B  Evidence of Use of Identity |
| * Birth certificate (Australian) * Citizenship papers * Australian Passport * Foreign Passport / Visa * Drivers licence * Firearms licence | * Medicare card * Bank/credit card, with signature * Tertiary student ID card * Dept of Veterans’ Affairs / Centrelink pensioner concession card * BDM Change of name / Marriage certificate (to prove name change) * Security guard / crowd controller licence (Local or Interstate) |

**Evidence of residential address**

**(If not already established with Group A or B documents)**

* Bank statement
* Utility account (with proof of payment)

## BANKRUPTCY REPORT

You can obtain a bankruptcy report from the following organisations:

1. Espreon Lawpoint 3. Insolvency & Trustee Services Aust. (ITSA)

Phone: 1300 305 205 Phone: 1300 364 785

Website: www.espreon.com Website: www.itsa.gov.au

1. Australian Business Research (ABR) 4. Citec Confirm

Phone: 1300 366 402 Phone: 1800 773 773

Website: www.abr.com.au Website: www.confirm.citec.com.au

# **Application for Appointment as an Assistant Bailiff’s Licence Fee: $150.00**

*Magistrates Court (Civil Division) Act 1992*

## PERSONAL DETAILS

Name in full: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Title (Mr, Mrs, Miss, Ms) Surname Given Names

Have you been known by any other name? *(If yes give details):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex: M 🗖 F 🗖 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Country of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### No/Street Suburb Postcode

Business Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### No/Street Suburb Postcode

Postal Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No:(H)\_\_\_\_\_\_\_\_\_\_\_\_\_\_(B)\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mobile)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been **convicted** of any offence under the laws of any country? (Not traffic charges) Yes 🗖 No 🗖

Have you ever been found guilty of any offence **without a conviction being recorded** under the laws of any country? (Not traffic charges) Yes 🗖 No 🗖

Have you any matters still to be dealt with by a court in any country? Yes 🗖 No 🗖

**If you answered YES to any of the above questions please provide details below**

Court Date: Offence/s: Result:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are you an undischarged bankrupt or have you entered into any arrangement with your creditors that is still subsisting?

Yes 🗖 No 🗖

Do you hold a current Assistant Bailiff Appointment? Yes 🗖 No 🗖 Appointment number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## REFEREE DETAILS Please provide names and contact details for two (2) referees. (For new applicants only.)

Referee 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referee 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## DECLARATION

I declare that the particulars in this application and any attachments are true and correct and I make this declaration knowing that if I willfully supply details that are incorrect or omit to furnish particulars that are required I may be ineligible to obtain a licence.

**Signature of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**