

# Department of Families, Fairness and Housing

## Pre-employment screening

Consent to undertake a police check, a check of working rights, misconduct declaration and confirmation of having lived overseas

## Pre-employment screening requirements

The Department of Families, Fairness and Housing (DFFH) engages and employs people who are able to provide quality services and a safe environment for our staff and vulnerable clients, as well as upholding our values. The department is committed to the safety of its clients and takes a zero-tolerance approach to abuse, including child abuse and abuse of people with disability.

Pre-employment and misconduct screening is undertaken to verify the identity, integrity and credentials of people who work across the Victorian public sector. Departmental employees and other individuals listed below are required to comply with all legal requirements including the Child Safe Standards to keep children safe from harm and abuse.

Pre-employment screening is mandatory and maximises the likelihood of recruiting the right person with the right skills and attitude to the role. It is not used as a means of precluding people from the department, but it aims to eliminate the risk of employing, engaging or appointing unsuitable people. Pre-employment screening is designed to minimise that risk on the basis of available and relevant information.

If you choose not to provide us with information that we have requested, we will be unable to proceed with your application.

An offer of employment or appointment cannot be made until all screening requirements are completed.

## Consent to undertake a National Police History check

By providing consent to a national police history check and if you are applying for a role with the department, it means you are a highly competitive applicant, not that you are the preferred applicant or that a role is being offered pending the outcome of a national police history check.

Note, the consent below applies to all executive appointments, paid DFFH board/committee members, new departmental employees, all volunteers, non-DFFH award recipients, non-DFFH board/committee members, traineeships, third party labour hire/contractors/consultants):

- I hereby consent to and authorise the department to:
- carry out a national police history check as part of the pre-employment screening process;
  - retain the results of the check as property of the department.

## Consent to undertake a check of working rights

- I hereby consent to and authorise the department to:
- undertake a check of my working rights and to check my current visa entitlements, if relevant. My passport number is \_\_\_\_\_ and I have provided a copy of my passport as part of my proof of identity documentation.

## Misconduct

As part of the application process, you will have completed an online declaration about your misconduct history. This covers the past seven years for a non-executive role and ten years for executive roles. All Victorian public sector organisations are required to screen for misconduct. For further information, please refer to the Victorian Public Sector Commission’s website: <https://vpssc.vic.gov.au/workforce-capability-leadership-and-management/recruitment-in-the-public-sector/pre-employment-and-misconduct-screening/about-misconduct-screening/>.

If you answer yes to any of the questions below, please flag with the Pre-employment Screening Coordinator at [safety.screening@dfh.vic.gov.au](mailto:safety.screening@dfh.vic.gov.au)

Misconduct Questions	Yes/No
Has your employment with any previous employer been terminated as a result of misconduct in your employment or profession? Yes/No	Choose an item.
Have you been found to have engaged in misconduct in your employment or profession with any employer in the past seven /ten years (see above) Yes/No	Choose an item.
Are you currently the subject of an investigation relating to your conduct in your employment or profession? Yes/No	Choose an item.
Have you ever resigned from employment while you were the subject of an investigation relating to your conduct in your employment or profession? Yes/No	Choose an item.

## Confirmation of having lived overseas

In addition to a national police history check, if you have lived overseas in the last 10 years in any one country for longer than 12 months, an international police certificate may be required. Check with your COPL Workforce Services/HR Services Team. **Only tick one confirmation box:**

### The confirmation

- I have not lived overseas in any one country for longer than 12 months in the last 10 years.
- I have lived overseas in any one country for longer than 12 months in the last 10 years:
- I am required to provide an international police clearance certificate from the relevant country;
  - I am in possession an international police certificate or have applied for an international police check and evidence is attached.

**I consent and confirm the above:**

**Print name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(digital signature or hand-written (no typed signature))

**Witness** (any person other than the applicant who is over the age of 18):

**Print name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

(digital signature or hand-written (no typed signature))

**Name of hiring manager & cost centre (if known):** \_\_\_\_\_

## Storage

**If you are successful:** Copies of documents that may uniquely identify you (for example, driver's licence number or passport details) will be retained on your file. The department is required to retain the original completed informed consent form as part of its permanent records. Any police history information obtained will be securely destroyed within three months of receipt from the Australian Criminal Intelligence Commission (ACIC).

**If you are unsuccessful:** In the event that you do not commence with the department, your national police history check results will be securely destroyed within three months of receipt from the Australian Criminal Intelligence Commission. Under the *Fair Work Act 2009*, unsuccessful applicants can challenge recruitment decisions on various grounds for up to six years after a recruitment process has been finalised. In order for the department to respond to such a challenge under this legislation, it is necessary for recruitment files to be stored for at least six years after the end of a recruitment process. The photocopied proof of identity documentation will be destroyed if you are unsuccessful.

## Who owns the national police history check?

If you require a copy of your police check result, in the first instance please contact the relevant Workforce Services/HR Services staff member. Consistent with the principles of the *Privacy Act 1988* (Cth), you are able to view documents which relate to you that are held by the department.

It is important that your information is accurate and up to date. If you think that any information the department has about you requires correction or updating, please raise this with the Hiring Manager and the relevant Workforce Services/HR Services staff member.

Please note, unless you use the Australia Post process using the link provided by HR Services, the police check record obtained by the department is electronic rather than paper-based (i.e. not in the form of a certificate). If you require an actual certificate, you should apply for a National Police Certificate via the Victoria police website at

<[http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media\\_ID=72672](http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media_ID=72672)>

Please also keep in mind, that the Australian Criminal Intelligence Commission (ACIC) offers point-in-time checking only, meaning that the police check result provided is a check of police records only up until the day it is issued.

It is more than likely that any potential future employers will not accept a police check conducted for a previous job/role. This is because police checks are conducted based on the specific purpose outlined; for instance, a volunteer netball coach or an administration officer. Police checks are vetted by the police according to the relevant spent conviction legislation/policy, which takes into account the specific purpose for which the check is conducted. As such, your police check will only be relevant to the job for which the police check was originally requested and may not be relevant for another purpose.

If for whatever reason the department is unable to provide a copy of the result to you, you are able to request a copy of your police check result from the ACIC under the *Freedom of Information Act 1982* (Cth) or the

*Privacy Act 1988* (Cth). Visit the Freedom of Information section of the ACIC website for more information: <<https://www.acic.gov.au/about-us/freedom-information/freedom-information-process>>.

## Privacy statement

You are asked for information about yourself so that your suitability to carry out your proposed role can be assessed. On the ACIC national police history check consent form personal information such as full name, gender, date of birth, driver's licence number and/or passport details is requested to verify your identity.

The information will be used to ensure that the police history information released is yours and not another person's with the same name. If you have any concerns about the information that may be released as the result of a national police history check, please contact Victoria Police, or the relevant police jurisdiction.

Please be assured that any information provided by you to the department is kept strictly confidential. Any concerns you may raise about the way the department handles your information will also be kept confidential. Information collected on the form will only be used for the purpose for which it was collected (that is, to conduct a national police history check and to assess your suitability for the proposed role).

To receive this publication in an accessible format email [safety.screening@dffh.vic.gov.au](mailto:safety.screening@dffh.vic.gov.au)

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  
© State of Victoria, Department of Families, Fairness and Housing July 2021.