



## **ADVICE TO APPLICANTS**

**Dear Applicant**

### **SCREENING OF CRIMINAL RECORDS**

**It is a policy of the East Metropolitan Health Service that a person recommended for appointment at the East Metropolitan Health Service will be subject to a criminal record check prior to that appointment being confirmed. Submission of one's own criminal record check will not be acceptable.**

(A copy of the EMHS's Screening of Criminal Record Policy is available upon request).

### **ABOUT THE POLICY**

The EMHS has a "duty of care" to take all reasonable steps to protect clients from harm and is committed to the prevention of crime against all clients receiving health services from:

- Organisations reporting to the East Metropolitan Health Service;
- Non Government organisations funded by Government; involved in providing services to East Metropolitan Health Services;
- Volunteer organisations involved in providing services to the East Metropolitan Health Services; and
- Private contractors providing services to East Metropolitan Health Services.

To assist in the protection of clients, Health Services who report to the EMHS will undertake screening of criminal records. This screening will apply to all prospective:

- Employees (full/part-time, fixed term, casual, sessional contracts (includes non Metropolitan Health Service redeployees));
- Independent contractors (includes all visiting practitioners) and their employees who are involved in direct client care;
- Private agency staff who are involved in direct client care;
- Student on placement (excludes school children on work experience) who are involved in direct client care;
- Volunteers engaged in direct client care; and
- Persons engaged in any other capacity (eg adults on work experience, chaplains, academics) and involved in direct client care.

No persons in the above categories will be allowed to work or provide services without a criminal record check.

**Previous criminal conviction for “Serious Offence” or pending charges will not necessarily preclude employment or involvement in the provision of services.**

**“Serious Offence” means crimes against a person or persons for which a court has recorded a conviction and has handed down a penalty of at least twelve months imprisonment. Other than in exceptional circumstances, a person who has been convicted of a serious sexual offence(s) will not be employed or involved in the provision of services to clients. Other serious offences (eg serious offences involving threat or injury to another person and serious drug offences) relevant to the duties of the position may render a person unsuitable for employment and/or the provision of services to clients.**

**The Criminal Record Screening Check will be conducted by the National Exchange of Police Information in Paramatta, New South Wales. For “Serious Offence”, the EMHS will be provided with disclosable court outcomes registered against your name in any Australian Police Jurisdiction, including the Federal Police. The EMHS will NOT receive information about crimes committed as a juvenile; or do not meet the definition of serious offence; or any convictions that have been ‘spent’.**

## **CONSENT FORM**

All prospective employees must sign a Screening of Criminal Records Consent Form for checks to be conducted. A 100 points identification check will be performed by proof of certified documentary evidence ie birth certificate, current passport or international travel document, citizenship certificate, drivers licence or permit, public service identification card, social security benefits card, a signed written reference from a financial body or an acceptable referee, medicare card, membership card for union or trade/professional body. For people who have just arrived in Australia (less than six weeks), a resident passport is required. For isolated aboriginal areas, a written statement of confirmation of identification signed by two acceptable referees is required.

## **COST**

Successful applicants will be required to pay a \$33.00 fee to cover the cost of conducting the screening of criminal record; this fee will be deducted from their pay. A procuracy form will be provided for the successful applicant’s completion.

***All information obtained from a criminal record check is maintained under the strictest confidence and disclosure of any information obtained will incur disciplinary action for the employee concerned.***