



Pre Employment Screening



*Helping you to make informed hiring
decisions that support your
recruitment and selection
procedures*

History

Founded in 1995 Corpsec Pty Limited was one of the first Pre-employment screening service providers in Australia. Corpsec is an Australian owned and operated company, all our staffs are based in Australia and we do not use overseas call centres.

The rapid growth in pre-employment screening has been partly driven by new national laws and guidelines on corporate governance, anti-money laundering and fraud prevention. Under new financial sector legislation the directors, senior managers and auditors of authorised deposit-taking financial institutions, such as banks, must be deemed "fit and proper persons".

Also behind the increase in pre-employment screening was the mounting risk of employers being held responsible for the actions of their employees. In a 2001 Australian Federal Court case, a bank was ordered to refund \$300,000 and pay \$80,000 interest to an investor after it was discovered that the employee who lost the money had convictions for fraud.

What is pre-employment screening?

Pre-employment screening is the term used for the checking of an applicants CV, application and personal details when they are applying for a new position. Though it is referred to as pre-employment, many companies are now opting to check current employees and even perform regular reviews.

Why perform background checks?

In today's competitive employment market, twenty five percent of people willingly commit fraud to obtain employment. Once employed that person may cause enormous damage to the company employing them, be it through an inadequate ability to perform their duties or through illegal activities. Many companies have lost millions of dollars through the actions of employees who may never have commenced work had they been properly screened.

With the emergence of sophisticated desktop computer equipment, applicants are able to create an entire education history, including detailed records of studies at any of the leading universities.

The unscrupulous can obtain false documentation from just about anywhere in the world for a fee. False degrees, false passports, false driver's licences and false resumé's, can all be readily obtained.

False information about previous work history can be provided in order to hide prior criminal convictions or unsatisfactory work histories. Applicants may also set up a false company for the purpose of having a relative or friend pretend to be a former employer so that a favourable reference may be given.

Identity fraud is an ever increasing issue. One of the aspects of pre-employment screening is to ensure that the people you employ actually are who they claim to be. There are almost no limits to which people will go to, to obtain employment.

Work rights should be checked. Any employer employing a non Australian citizen with no work rights may be committing an offence under the Crimes Act 1914 which attracts a penalty of up to \$10,000.00.

Pre-employment screening demonstrates that an employer has exercised due diligence, providing a great deal of legal protection in the event of a lawsuit.

Employers who conduct pre-employment screening promote a safe and profitable workplace by;

- **Discouraging applicants with something to hide.** Having a pre-screening program discourages job applicants with a criminal background or falsified credentials
- **Eliminating uncertainty in the hiring process.** Employers have discovered that independently confirmed information is an important part of the hiring process
- **Encouraging honesty in the application and interview process.** Having a background screening program encourages applicants to be more forthcoming about their history
- **Demonstrating due diligence.** An employer is required to take reasonable steps to determine whether an employee is fit for a particular job
- **Improving the quality of personnel joining an organisation.** Ensuring that the applicant possesses the knowledge and experience they claim to have ensures that staff are able to perform their duties as expected
- **Minimizing and guarding against potential security risks.** During the screening process applicant's criminal history and basic honesty is investigated

The legality

All Corpsec Pty Limited's procedures comply fully with applicable legal standards paying particular attention to the Information Privacy Principles (IPP) of the Privacy Act 1988, and Australian Standards HB 322-2007 and HB 323-2007. Any person can be checked as long as they have signed an authority document allowing the prospective employing company and their agents to perform the pre-employment screening processes.

Corpsec's role

Whether you recruit in house or use an agency, Corpsec Pty Limited's thorough pre-employment screening service can help to make informed hiring decisions that supports the recruitment and selection procedures.

Pre-employment screening is subject to numerous legal regulations. It is a time consuming and detailed task that requires highly specialised knowledge and resources.

Our experience in performing employment screenings has enabled us to

- Detect misrepresentations that may have seemed normal.
- Uncover claims of employment in bogus companies or companies that have ceased operations.
- Reveal criminal offences which have not yet been to court or not revealed to the employer.
- Identify university degrees begun but not completed
- Expose friends and relatives pretending to be previous employers and false employment claims in overseas companies.
- Unearth gaps in employment history which could not be explained.
- Uncover immigrants or visitors with incorrect or missing visas.

Corpsec Pty Limited's pre-employment screening process uses 'source' documents' (documents obtained from the issuing body) and never accepts copies or supposed original documents such as visas or qualifications which can be easily forged.

Types of checks available

Criminal History Checks

Crimtrac hold a database of all criminal convictions and most minor offences committed in all Australian States and Territories. This information is obtainable by the individual in question or a third party/company authorised by the individual. There is a specific procedure and forms that need to be completed for this information to be forthcoming. A signature is required as part of the authorisation for the release of the information. It should be pointed out however that only records of certain convictions within the previous 10 years are available. Pardoned convictions and other similar entries are not available.

Academic / Professional Qualifications and Previous Employment Details

Previous employment, educational and professional qualifications, are obtained by interviewing (usually by phone) previous employers, educational facilities, referees, and/or contacting Payroll and HR departments, to verify the claims listed by the individual in their applications.

Ascertain Work Rights

Immigration and Visa checks are available from the Department of Immigration and Citizenship (DIAC). These checks will indicate the legal right of the applicant to work in Australia. We also sight the original passport/Birth Certificate/Citizenship Certificate to verify Australian citizenship.

Bankruptcy and Credit Check

Information on bankruptcy, credit ratings, etc. is obtained via databases held by the Insolvency and Trustee Service Australia (TSA) and the Credit Reference Association of Australia. This information is available to registered users for a fee. These checks will indicate whether the applicant has now, or in the past, been declared bankrupt, and whether they have a positive/negative credit rating. The credit rating normally only indicates whether the applicant has defaulted on payment or been regularly overdue with payments to creditors. It does not indicate any financial details of the applicant

Verify Contact Details

We also perform a check using the current phone database and Electoral Role to verify the applicant's contact details.

Directorships and Company Affiliations

Australian Securities and Investments Commission (ASIC) databases can be searched to determine any company directorships, company holdings, or share holdings which may be in conflict. These checks can indicate whether the applicant has now, or in the past, any interests in Australia registered companies or businesses. Whether the companies have been declared bankrupt, and whether they have been forced into liquidation. If the applicant (Executive Check) has or has had Directorships, should it be requested, we will identify the Companies and provide information on the status of those companies

Annual Due Diligence Reviews

Annual Verification Checks have been introduced because of a number of situations where employees have been subjected to a Background Check, been employed and have subsequently been convicted of a crime and have not disclosed this fact to their employer. In one case an employee took leave but did not disclose that the holiday resort was a prison.

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