



## ***Pre Employment Background Screening***

*Vetting Packs Explained*



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

## **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 SAI 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 employer company and their agents to complete the pre-employment screening.

Whilst Corpsec Pty Limited will provide a report on the applicant we cannot offer advice as to whether or the information contained therein should effect their employment. Companies should be aware of the legal requirements under the Anti-Discrimination laws.

## **Types of checks available**

- Criminal History checks
- Verification of Academic and Professional qualifications
- Confirmation of dates and positions of employment
- Personal details are verified
- Work rights are ascertained
- Bankruptcy checks
- Directorships and Company affiliations
- DFAT Known Terrorist List

### **Criminal history checks**

The Australian Federal Police 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.

International police checks are available for some countries however most countries do not allow such checks. The fees and turnaround times vary from country to country and therefore we do not include those costs in our set fees and should such a check be required we will advise of the extra cost involved.

### **Academic and Professional and Previous Employment Details**

Other checks such as previous employment, educational qualifications, personal references and address confirmation are obtained by interviewing (usually by phone) previous employers, educational facilities and referees, and seeking their assistance in providing information to support the claims listed by

the individual in their applications. Like any information received during an interview there may be some underlying attitude that may cause an interviewer to interpret the information in a different aspect to that given. In all our reports we will offer both the information provided and any comments that may be applicable. At present there is no set fee for the provision of this information however some educational centres have charged for the time taken to research the records.

### **Bankruptcy and Summary Credit checking**

Information on bankruptcy, company holdings, directorships, credit ratings, etc is obtained via databases held by the Australian Securities and Investment Commission (ASIC) and the Credit Reference Association of Australia. These checks will indicate whether the applicant has now or in the past any interests in Australian registered companies or businesses, whether they have been declared bankrupt, and whether they have a positive/negative credit rating. The credit rating will normally only indicate 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. 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.

### **Work rights are ascertained**

It is the responsibility of the employer to determine the applicant has rights to work in Australia. Employing an illegal worker can result in a fine of up to \$10,000.00 under the Crimes Act 1914. During the screening process we ensure that the applicant has the right to work in Australia by right of birth or as approved by the Department of Immigration and Citizenship.

These checks will indicate the legal right of the applicant to work in Australia. We can however sight the original Passport/Birth Certificate/Citizenship Certificate to verify citizenship.

### **Personal details are verified**

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

### **Directorships and Company affiliations**

ASIC databases are searched to determine any Company Directorships which may be in conflict. These checks will indicate whether the applicant has now or in the past any interests in Australian registered companies or businesses, whether they have been declared bankrupt, and whether they have been forced into liquidation. If the applicant has or has had Directorships, should it be requested, we will identify the companies and provide information on the status of those companies.

## Vetting Packs

We have combined the available checks into five commonly requested packages consisting of:

### Annual Due Diligence Review

- Criminal / Driving History
- Contact and Address Verification
- ITSA Bankruptcy

This check is carried out annually after the initial check to maintain the credibility of the Background Investigation. These are the only checks that may change during an employee's time of employment with the client.

### Contractor Background Investigation

- National Criminal History Record Check
- Rights to Employment

This check provides a certificate which a contractor can provide to a prospective client.

### Basic Background Investigation

- National Criminal History Record Check
- Address / Contact Verification
- Identity check and Rights to Employment
- Current Employment Verification

This check is used to verify Contractors, Cleaning Staff and Temporary staff that have limited access to the client's assets and information.

### Standard Background Investigation

- National Criminal History Record Check
- Contact and Address Verification
- Identity check and Rights to Employment
- Current Employment Verification
- 5 year's Previous work history
- Educational Qualifications
- Summary Credit Check

The Standard check is used to verify support staff that has access to the client's assets and information.

### Executive Background Investigation

- National Criminal History Record Check
- Contact and Address Verification
- Identity check and Rights to Employment
- Current Employment Verification
- 5 year's Previous work history
- Education verification
- Credit / ITSA Bankruptcy Checks
- Directorships and Significant Shareholdings
- Professional Qualification Verification
- Professional Membership Verification

Where the employee is placed in a position of trust, this in-depth investigation is undertaken to determine that there are no "Conflicts of Interest" that may affect their ability to act transparently in the best interests of the client.

## International Checks

The types of checks available and the information released from those checks is dependant on the legislative constraints of the source country. The client will be advised by Corpsec's Vetting Administrator of any issues or limitations at the commencement of the check or as the need arises.

Components of the background investigation which require obtaining details or verification from an overseas source will incur an additional International Service Fee. This fee is determined at the time of the check and covers any costs incurred or charges made by the source institution, employer etc.

## Tailored to Suit Your Needs

Packages can be tailored or modified to suit the client's requirements incorporating any of the following components;

- National Criminal History Record Check
- Identity check and Rights to Employment
- Address / Contact Verification
- Summary Credit Check
- ITSA Bankruptcy Check
- Current Employment details
- Current Employment Verification
- Previous 5 Years previous work history
- Previous 10 Years previous work history
- Investigate gaps in employment history
- Educational Qualifications verified
- Transcript of Educational studies obtained
- ASIC Banned / Disqualified Persons
- Directorships and Significant Shareholdings
- Professional Associations Memberships
- Professional Qualifications
- Companies Search
- DFAT Known Terrorists List
- Media Search
- International Checks

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