



Pre-Employment Checks

INFORMATION FOR HR AND HIRING MANAGERS

BACKGROUND

Human Resources will undertake verification checks to ensure that the University is meeting legislative obligations and the information a candidate provides is accurate.

TYPES OF PRE-EMPLOYMENT CHECKS

Right to work

All staff employed by Macquarie University must have the right to work in Australia.

Australian citizens, Australian Permanent Residents and New Zealand citizens automatically have the right to work in Australia. All other staff are required to hold a current visa with work rights in order to gain employment in Australia.

The following documents are accepted as proof of right to work in Australia:

- Australian birth certificate
- Certificate of Australian Citizenship
- Australian or New Zealand Passport
- Evidence of permanent residence status
- Temporary visa with entitlement to work

Identity Check

All staff employed by Macquarie University must verify their identity of commencement of work. Photo identification will be required if not already presented in the documents above.

Qualification Check

All Academic staff employed by Macquarie University will have their highest qualification verified by an external provider. Where the staff member has been awarded their qualification by Macquarie University, it will be verified using the University's internal system.

Professional staff who are:

- Employed at Level 10 or above; or
- Members of the Executive; or
- Employed in a role where an academic qualification is an essential criteria of the position; or
- Employed in a role where they require registration (e.g. Psychologists, Solicitors)

will have their highest qualification verified by an external provider. Where the staff member has been awarded their qualification by Macquarie University, it will be verified using the University's internal system.

Criminal Record Check

A criminal record check involves a search of an individual's criminal record and history to determine whether there are any convictions relevant to the person's ability to perform the inherent requirements of the position.

A criminal record check is required for the following positions:

- that have a financial delegation of more than \$100,000
- all positions within Finance
- all positions within Human Resources
- positions handling monies and financial transactions (including cash, credit cards, EFT etc.)
- that have access to confidential information pertaining to staff and/or students to a level where identity fraud may be possible

- that have authority to approve financial transactions; and/or
- that are required to have a campus-wide access card or master keys
- any other position identified by the Director, Human Resources or their nominated delegate.

Where a negative result has been returned, the HR Client Team will consult with the Manager, Employee Relations or the Director, HR to ascertain the relevance of the result to the requirements of the role and the applicants suitability. A recommended candidate is not automatically precluded on the basis of having a criminal record.

Working with Children Check (WWCC)

A WWCC involves a national criminal history check and review of reported workplace misconduct. The result is either a clearance to work with children for five years, or a bar against working with children.

A WWCC clearance is a prerequisite for anyone in child-related work. Child-related work is defined as work in a specific, child-related role or face-to-face contact with children in a child-related sector.

If the position requires a WWCC clearance, it is the responsibility of the applicant to apply for a WWCC and supply their WWCC clearance number. HR will verify the WWCC clearance.

Professional Registration Check

A professional registration check is required for all positions where holding a professional registration is a mandatory requirement of the position.

Pre-employment Medical Check

Pre-employment Medical checks will be required if they are directly relevant to the applicant's ability to perform the essential requirements of the role. Please check with your HR Client Team before recruitment. All medical checks are identified and managed by the WHS team.

PRE-EMPLOYMENT CHECKING MATRIX

	Identity Check	Right to work	Qualifications	Working with Children	Criminal Record	Professional Registration	Medical check
Executive Team	•	•	• ¹		•		
Senior staff / Level 10 and above	•	•	•				
Financial delegation over \$100,000	•	•			•		
Other high-risk / responsible positions (as above)	•	•			•		
Staff in child related roles	•	•		•			
Registered professionals (accountants, psychologists, solicitors, medical practitioners)	•	•	• ²			•	
All academic staff	•	•	•				
HR, Finance and relevant IT staff members	•	•			•		
Positions with an identified health requirement ³	•	•					•
All other employees	•	•					

Type of check	When is it done?
Identity check	Commencement of employment
Right to work	Commencement of employment
Qualifications	Prior to commencement
Working with children check	Prior to commencement
Criminal history	Prior to an offer being made
Medical Examination	Prior to an offer being made
Professional Registration	Prior to an offer being made

¹ Highest qualification

² Relevant qualification for profession

³ Check specific roles with your HR Client Team or WHS representative