OBTAINING EMPLOYMENT SCREENING
INSTRUCTIONS FOR FLINDERS STAFF MEMBERS

Introduction
Employment screening supports organisations to minimise the risk of harm to children and vulnerable adults pursuant to the Children’s Protection Act 1993 (SA), the Disability Services Act 1993 (SA), the Disability Services (Assessment of Relevant History) Regulations 2014, the Aged Care Sector Employment Act 1997 (Cth) and the Aged Care Accountability Principles 1998 (Cth).

General Employment Probity Screening (or, alternatively, a National Police Check) may also be required by the University for some positions, due to the inherent requirements of the role.

The screening undertaken by the Department of Communities and Social Inclusion (DCSI) uses a risk assessment protocol, in accordance with the relevant legislative or regulatory requirements (as appropriate).

The types of screening currently conducted by DCSI are:
- Child related employment screening
- Vulnerable person related employment screening
- Aged care sector employment screening
- Disability Services employment screening
- General employment probity screening

If a National Police Check is required, it is obtained through a police service, such as South Australia Police.

Information about the different types of screening and the National Police Check is available from the Screening and background checks page of the DCSI website.

Your position description will specifically state which screening/s will be required (if any).

Process for obtaining employment screening
The process for obtaining employment screening for Flinders University staff is managed by the DCSI Screening Unit.

Please note: the University is not currently registered for online screening with the DCSI and all applications must be completed in hard copy.

To apply for employment screening:

1. Download the employment screening application form/s for the screenings you are required to obtain. Please use the following link, to ensure that you are using the current form. Also, this link provides up-to-date information about the screening costs. http://www.dcsi.sa.gov.au/services/screening/submitting-your-application-and-payment.

2. Complete the relevant screening application form/s. For the child related employment screening sections A, B and D should be completed by you.

3. For all screening applications please ensure that Option 1 is ticked on the payment section as well as the appropriate category of employment. You are responsible for all costs associated with undertaking the required screening(s). Please note if you require more than one screening you will need to submit the separate applications and payments for each.

4. Take your completed, signed form and your original identity documentation (to satisfy the 100 point check as detailed on the application form) to the Verifying Officer who is also the Requesting Officer (currently Mrs Roslyn Jones, Human Resources Division, tel: 8201 3759 email: roslyn.jones@flinders.edu.au).
5. Mrs Jones will sign the form as both the Verifying Officer and Requesting Officer and hand it back to you.

6. Take your completed form to any Australia Post outlet to pay for and lodge your screening application/s.

7. Once DCSI have completed their assessment you will receive an employment screening clearance outcome letter. An email notification will also be forwarded to the Requesting Officer.

8. A certified copy of this letter must be provided as soon as possible to Human Resources (Mrs Jones) or alternatively HR Client Services can certify your original clearance, for inclusion on your staff file.

9. It is important that you retain the original document for your records. The University will retain only minimal records of employment screening clearances.

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