Procedure: Background checking

Purpose
To inform current and prospective staff of background checks, required to confirm employment at the University.

Definitions

**Background Check:** A background check is the process of verifying certain job-related information provided by a candidate. The baseline requirements for background checks at the University are completion of an ANU application for employment form, a Working with Vulnerable People Check, and referee/reference checking. Reference Checks are required in accordance with the [Appointments policy](#). Following consideration and approval by the hiring manager, additional checks may include Criminal Record Check; Professional Registration; Medical Clearance; Qualification Checking; Retrospective Media Checking; and Anti-Money Laundering Checking. Right to work or [Department of Home Affairs Visa Entitlement Verification Online (VEVO)](https://www.homeaffairs.gov.au/visas) checks are mandatory for all employees who do not hold Australia citizenship or permanent residency.

**Working with Vulnerable People Check (WWVP):** Established under the [Working with Vulnerable People (Background Checking) Act 2011](https://www.legislation.gov.au), and is aimed at reducing the risk of harm or neglect to vulnerable people. The Act requires anyone who works or volunteers with vulnerable people, to have a background check and be registered.

**Vulnerable person:** Is a child; or an adult who is disadvantaged or accessing a regulated activity in relation to the disadvantage.

**Criminal Record Check:** Provides a full background to an applicant’s national police of disclosable outcomes.

**Reference Check:** A confirmation of employment, performance and conduct check, from a current or former employer.

**Professional Registration:** Confirmation of registration with relevant professional bodies, where the position requires this to undertake the position.

**Medical Clearance:** May be required where a position requires confirmation of medical evidence that a candidate can undertake the physical demands of a role; or where there is a disclosed medical condition that may require further checking.
**Right to work in Australia:** Confirmation that a current or prospective staff member has the right to work in Australia, consistent with the requirements of the Department of Home Affairs.

**Qualification Checking:** Confirmation from a relevant institution, which a prospective or current staff member has completed the qualifications required for the position; or the qualifications they have declared to be in receipt of.

**Retrospective Media Checking:** An investigation into an applicant's public claims of achievement, social media, awards; and other publicly available information.

**Anti-Money Laundering Checking:** A check that confirms the identity of a person across multiple databases including electoral rolls, driver licence registers and Medicare cards.

**Procedure**

1. Current and prospective staff are required to undergo background checking in relation to their employment.
2. All background checks are confidential and are not disclosed to any individual, except to the extent necessary on a need-to-know basis.
3. Employment with the University is not confirmed without confirmation of successful background checking, and as such, all offers of employment are contingent on the successful completion of background checking.
4. Where a working with vulnerable people check or other background check reveals a disclosable outcome or raises concerns about an applicant's suitability for the position offered, the Background Checking Committee reviews the outcome, and makes recommendations to the action required.
5. The Background Checking Committee is comprised of the Director, Human Resources (Chair), Chief Operating Officer, Deputy Vice-Chancellor (Student and University Experience), the Registrar (Division of Student Administration and Academic Services) and University General Counsel (or nominee).

**Types of checks**

6. The baseline requirement for all staff (including casual staff) is completion of an ANU application for employment form, a Working with Vulnerable People Check and reference checking.
7. Additional checks may be required following assessment by the hiring manager of the inherent requirements of the position.
8. Where a staff member is engaged to work at the Kioloa Campus or Siding Springs Observatory, they are required to complete a New South Wales Working with Children Check (WWC).
9. Where a staff member is not eligible for a WWVP or WWC due to living or working outside of the Australian Capital Territory or New South Wales, the Director Human Resources approves necessary checks completed based on the location and work to be undertaken by the position holder.

10. All prospective or current staff who are made an offer of employment for a new or existing position within the University, are required to undergo the following background checks:

a. **Working with Vulnerable People Checks**: Required for all prospective and current staff; and

b. **Criminal record Check**: May be required for all prospective and current staff on request of hiring manager; and

c. **Reference Checking**: Required for all prospective and current staff; and

d. **Professional Registration**: Required for all prospective and current staff, where the position description, job advertisement or matrix within this procedure determines the position cannot be performed without the specified professional registration; and

e. **Medical Clearance**: Required for all prospective and current staff, where position description, job advertisement or matrix within this procedure requires confirmation that a candidate can meet the physical demands of the position; or where there has been a disclosed medical condition which require further checking; and

f. **Right to work in Australia**: Required for all prospective and current staff, who do not hold Australian Citizenship. This check is performed through VEVO; and

g. **Qualification Checking**: Required for all prospective and current staff, where the position description, job advertisement or matrix within this procedure determines that the position cannot be performed without the specified qualifications (for example a Postdoctoral Fellow requires a Doctorate degree); or where a candidate has declared qualifications; and

h. **Retrospective Media Checking**: may be required for prospective and current members of the ANU Executive, Residential Accommodation Staff, and staff with financial delegation over $100,000 on request of the hiring manager; and

i. **Anti-Money Laundering Checking**: Required for all prospective and current members of the ANU Executive, staff with financial delegation over $100,000; relevant staff within the Human Resources Division (eg Payroll),
<table>
<thead>
<tr>
<th>Position Category</th>
<th>Work with Vulnerable People check</th>
<th>Criminal record check (Not required where WWVP is completed)</th>
<th>Reference checking</th>
<th>Professional registration</th>
<th>Medical clearance</th>
<th>Right to work Australia</th>
<th>Qualification checking</th>
<th>Retrospective medica checking</th>
<th>Anti-Money Laundering/Counter Terrorism</th>
<th>Character reference for Temporary Skilled Shortage visas</th>
</tr>
</thead>
<tbody>
<tr>
<td>All staff</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>Members of the ANU Executive Team</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>●</td>
</tr>
<tr>
<td>Senior Management (SM2 and above)</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>Financial Delegation over $100,000</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>Casual sessional academics, lecturers and tutors who teach to first year students</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>Student administration staff</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>Residential accommodation staff</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>Maintenance staff and cleaners who access residential areas</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>Registered Professionals (accountants, psychologists, lawyers)</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>ANU Medical School registered practitioners</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>All other academic staff</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>Relevant HR, Finance and IT staff</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>●</td>
</tr>
<tr>
<td>Positions with identified health requirements</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>●</td>
</tr>
<tr>
<td>Hospitality staff</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>●</td>
</tr>
<tr>
<td>All other employees</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>●</td>
<td>●</td>
<td>As required</td>
<td>As required</td>
<td>●</td>
</tr>
</tbody>
</table>

All staff within the Finance & Business Services Division, and relevant staff within Information Technology Services.

11. The cost for all background checks is borne by the University.
12. The management of background checks is managed by the Human Resources Division contacted at backgroundchecking@anu.edu.au.
Document information

Title
Background Checking

Document Type
Procedure

Document Number
ANUP_6311242

Version
7

Purpose
To inform current and prospective staff of background checks required to confirm employment at the University

Audience
Staff, Prospective Staff, Staff- Academic, Staff- Professional, Staff- Academic- Research

Category
Administrative

Topic
Staff

Subtopic
Employment of Staff

Effective Date
3 Mar 2021

Review Date
2 Mar 2024

Responsible Officer
Director, Human Resources (director.hr@anu.edu.au)

Approved By
Chief Operating Officer (COO@anu.edu.au)

Contact Area
Human Resources Division (director.hr@anu.edu.au)

Authority
Public Governance, Performance and Accountability Act 2013
Public Governance, Performance and Accountability Rule 2014
Australian National University Act 1991
ANU Enterprise Agreement 2017 - 2021

Printed On
19 May 2022

Please ensure you have the latest version of this document from the Policy Library website before referencing this.