



Things You Should Know About People You Don't Know

The Symmetry HR Guide to
Official Record Checks



Why Do Record Checks?

Employee screening practices are a choice that companies make according to the risks of the industry in which they operate and the characteristics of their organisation. Beyond employment and reference checks are a range of official records against which candidates can be assessed to insulate employers from their particular risk profile.

The types of risks that individual organisations face are a combination of internal and external environmental factors as well as the various responsibilities entrusted to different levels of seniority within the organisation. Therefore, the record checks required for each individual role and organisation will also vary accordingly.

Whilst many organisations conduct official record checks on new hires, re-screening of employees is not very widely conducted. However, periodic re-screening exists to ensure that employee circumstances haven't changed in a way that could impact their workplace behaviour or reflect a different role (and therefore different responsibilities and risks) that the employee may now hold.

To minimise the risk of criminal activity, substance abuse, or other misconduct, potentially making the company liable for various expensive and time-consuming claims, companies should embrace periodic re-screening that takes these realities into account. Besides identifying new risks, such post-hire screening programs act as a deterrent and create an audit trail should issues emerge.

A key challenge in implementing on-going screening practices is maintaining employee morale and company culture and avoid giving the wrong impression to loyal staff. It needs to be very clear from the outset that this is not a monitoring program developed to dismiss people without warning. Instead, the company is looking to protect the safety of its customers, employees and employers, preserve its reputation, and build upon already high standards of professionalism.

Ensuring that checks are supported by easy to use, mobile-enabled technology and being transparent with staff about their own results will drive a positive user experience and reduces the impression of imposing onerous requirements on staff.



Police Check

Australia (Nationally Co-ordinated Criminal History Check)

Source:

Australian Criminal Intelligence Commission.

Description:

Covers disclosable court outcomes and current pending charges, potentially including traffic offences in Australia.

Purpose:

To identify candidates that might be at greater risk of violence, theft or fraud as well as those that might pose reputational risk to your organisation.

Limitations:

Information is released in accordance with the relevant spent conviction legislation in each state or territory. Generally, serious charges such as major assaults, weapons offences and sexual assault will always be disclosed.

Roles:

All roles.

Industries:

All Industries.

Turn-around time:

1 hour to 14 days (5% of applications take more than 14 days).

It can happen in any industry - In early 2022 a major television advertising campaign for a well know Australian fruit growers association was pulled at the last minute when it became know that serious sexual assault charges pending against one of the actors involved.



Police Check

International (International Criminal History Check)

Source:	International Government Bodies.
Description:	Details recorded criminal history, including identifying felony and/or misdemeanour convictions and pending charges in over 200 countries and overseas territories.
Purpose:	To identify candidates that might be at greater risk of violence, theft or fraud, as well as those that might pose a reputational risk to your organisation.
Limitations:	Candidate disclosure of living overseas is required to identify that this check is needed.
Roles:	All roles – where a candidate has lived outside of Australia for six months or more in the last five years Mid – Senior Roles – where a candidate has lived outside of Australia for 12 months in the last 20 years.
Industries:	All Industries.
Turn-around time:	Five days to 15 days.



Bankruptcy Check Australia

Source:	Australian Financial Services Authority.
Description:	Search of all bankruptcy records dating back to 1928 on the National Personal Insolvency Index to verify if an individual is bankrupt or formerly bankrupt.
Purpose:	To identify candidates that might be ineligible to hold a position of trust or take on managerial responsibilities within an organisation. Organisations that operate in licenced industries or require candidates to be affiliated with a professional body (e.g. CPA) may be particularly affected.
Limitations:	Candidates must disclose all names they have been known by in their life and individuals checks must be conducted on each of these names.
Roles:	Mid – Senior roles, particularly Directors, Accountants, Bankers, CFO's, Fund Managers, Mortgage Insurers, Loan Officers.
Industries:	Banking, Financial Services, Technology.
Turn-around time:	1 Hour to 1 Day.



Anti-Money Laundering & Politically Exposed Persons Check

International

Source:	Global Sanctions and Law Enforcement Agencies.
Description:	Search of over a dozen international watchlists to identify high-risk individuals and politically exposed persons.
Purpose:	Assists in meeting organisational compliance with the Anti Money Laundering and Counter-Terrorism Financing Act 2006.
Limitations:	Candidates must disclose all names they have been known by and individuals check must be conducted on each of these names.
Roles:	Mid – Senior roles, particularly Directors, Accountants, Bankers, CFO's, Fund Managers, Mortgage Insurers, Loan Officers.
Industries:	Banking, Financial Services.
Turn-around time:	1 Hour to 1 Day.



Identity Confirmation

Australia

Source:	Australian Government Document Verification Service (DVS).
Description:	Confirmation of an individual's current legal name and identity document authenticity and visual comparison of a candidate to verifiable photo identification.
Purpose:	Guards against identity impersonation and use as the basis of other forms of work credential verification.
Limitations:	Australian Government-issued or verified documents only. Non-Australian candidates must be in the country for their identity to be verified via DVS.
Roles:	All roles.
Industries:	All industries.
Turn-around time:	1 Hour to 1 Day.



Visa Status and Work Entitlement

Australia

Source:	Department of Home Affairs / Australian Government Document Verification Service.
Description:	Confirmation of work entitlements through verification of Australian citizenship or the visa status of non-Australian citizens.
Purpose:	Ensures that organisations meet their obligation to only employ or contract legal workers.
Limitations:	Pre-1990 arrivals who have never left the country may need to apply for a Vevo before this validation can occur.
Roles:	All roles involving non-Australian or New Zealand citizens.
Industries:	All industries.
Turn-around time:	1 Hour to 1 Day.



Regulatory Financial Check

Australia

Source: Australian Securities and Investments Commission (ASIC) / Australian Prudential Regulatory Authority (APRA).

Description: Combined search of ASIC Banned & Disqualified and Enforceable Undertakings Register and APRA’s Disqualification Register. Covers individuals banned, subject to other disciplinary action or entered into court-enforceable undertakings with ASIC, as well as those disqualified from holding significant roles within APRA regulated industries.

Purpose: Confirm the suitability of candidates for roles within APRA regulated industries.

Limitations: Candidates must disclose all names they have been known by, and individual checks must be conducted on each of these names.

Roles: Mid – Senior roles, particularly Directors, Accountants, Bankers, CFO’s, Fund Managers, Mortgage Insurers, Loan Officers.

Industries: Banking, Financial Services, Insurance.

Turn-around time: 1 Hour to 1 Day.



Working With Children Check Australia

Source:	Australian State Government Authorities.
Description:	Direct verification of a Australian Working With Children accreditations with the issuing state authority.
Purpose:	Verify that a candidate is permitted to work with children and enable organisations comply with legislative and contractual requirements.
Limitations:	Not available for NSW or ACT.
Roles:	Roles that come into direct contact with children or work that takes place at a place designated by the relevant state government body requiring this check.
Industries:	Education & Children’s Services, Trades & Construction, Medical, Transport, Entertainment, Sport’s Clubs & Coaches.
Turn-around time:	1 Hour to 1 Day.



Find Out More

Official record checks can be both confusing and time consuming to manage, delaying candidate starts and costing you time.

Symmetry HR can take the stress out of the process for you by helping you build the specific check reports that your organisations need to manage role and industry specific risks.

During our structured initial 30 minute discussion the Symmetry HR team will work with you to create a check policy that matches your risk profile and an action plan to putting it in place.

The Symmetry HR Partner Program Key Advantages:

- Dedicated co-branded pages
- Customised user instructions for you to share with candidates
- No investment or minimum volume commitment
- End of month invoicing or candidate pays options
- End to end candidate management with full process transparency
- Heavily discounted pricing for business partners

To ensure you know the things you should know about people you don't know to protect your business, contact us on enquiries@symmetryhr.com.au.

Legal disclaimer: The contents do not constitute legal advice, are not intended to be a substitute for legal advice and should not be relied upon as such. You should seek legal advice or other professional advice in relation to any particular matters you or your organisation may have.

Book a 30 Minute Discussion

Pick a calendar slot here:
<https://calendly.com/symmetryhrrau/30min>