**National Police History Policy & Authority Form**

Chandler Personnel aims to maintain high standards of professional conduct and ensure all employees are suitable for their role. To assist us to comply with our obligation to ensure a safe workplace, all persons wishing to be employed by Chandler Personnel on a casual or permanent basis are required to undertake a police check prior to commencement. Chandler Personnel *will* accept previously completed Police Checks, so long as they are within 3 years of the commencement date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **YES** | | **NO** |
| Do you have any prior or pending criminal history? | | P1 | P2 | |
| If so, give details: P3 | | | | |
| **DATE** | **NATURE OF OFFENSE** | | | |
| P4 | P5 | | | |
| P6 | P7 | | | |

All persons who do *not* have a previously completed Police Check have the following options below.

**Please tick the most suitable box, and provide signatures where required.**

T1 **Option 1:** I hold a previously completed National Police Check (within 3 years)

T2 **Option 2:** I have completed the enclosed Application Form and provided sufficient ID so that Chandler Personnel can conduct a National Police Check on my behalf \*(sign below)

***\*FOR OPTION 2 ONLY\****

I N1, give authority to Chandler Personnel to conduct a

(full name)

National Police Check on my behalf, \**once I commence employment\*.* I understand that I am responsible for the payment of this Police Check, and that an amount of $49.00 will be deducted from my first pay.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_/\_\_\_\_\_\_/\_20\_\_\_

(full name) (date)

**\*NB: This deduction is ONLY for candidates who are successful past the interview stage and begin casual or permanent employment through Chandler Personnel.**

**\* If the candidate is *not successful* (for any reason) Chandler Personnel will *not* conduct the Police Check, nor will there be any costs for the candidate.**

**-- OFFICE USE ONLY--**

|  |  |  |
| --- | --- | --- |
| **Approving Consultant/Manager** | **Signature** | **Date** |
|  |  |  |
|  |  |  |